



# Transfer Request for Unique Setting High School

## Questions |

Please contact your designated high school.

This form is only for requests to transfer to one of the following unique settings high schools:

- **Alternative High School**
- **Discovering Choices**
- **Jack James High School**
- **Louise Dean School**
- **CBe-learn**

## Instructions

- 1 | Go to the school website for information about the requested school and its transfer process and requirements. Some schools require additional forms. Follow the directions provided on the school website.
  - Alternative High School: <https://school.cbe.ab.ca/school/alternative>
  - Discovering Choices: <https://school.cbe.ab.ca/school/discoveringchoices>
  - Jack James High School: <https://school.cbe.ab.ca/school/JackJames>
  - Louise Dean School: <https://school.cbe.ab.ca/school/louisedean>
  - CBe-learn: <https://school.cbe.ab.ca/school/cbe-learn> (use this form only for requests from March 15 - September 30)
- 2 | The parent / legal guardian or independent student must fill out Page 2 of this form.
- 3 | Submit this form, plus any other forms required by the unique setting high school, to your designated high school.

Note: CBE will respond to your transfer request through email.



# Transfer Request for Unique Setting High School

This form is only for transfer requests to Alternative High School, Discovering Choices, Jack James High School, Louise Dean School or CBe-learn. To be completed by the Parent / Legal Guardian or Independent Student.

Student First Name:	Middle Initial:	Last Name:	CBE Student ID #:	Date of Birth: (YYYY/MM/DD)		
Student Address: (with Postal Code)				Special Education Coding: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current School:		Current Grade:	Designated School:			
Requested School: <input type="checkbox"/> Alternative High <input type="checkbox"/> Jack James <input type="checkbox"/> Discovering Choices <input type="checkbox"/> Louise Dean <input type="checkbox"/> CBe-learn						
Reason for Transfer Request:				Requested Grade:		
Subjects Desired at Requested School:						
Parent / Legal Guardian or Independent Student Name:			Address (if different from student):			
Home Phone:	Business Phone:	Cell Phone:	Email Address:			
<p>I, as the Parent / Legal Guardian or Independent Student acknowledge that:</p> <p><input type="checkbox"/> I have reviewed the transfer information on my requested school's website; and</p> <p><input type="checkbox"/> This request will not necessarily result in the student's transfer to the requested school; and</p> <p><input type="checkbox"/> The request will be considered with regard to enrolment priorities set out under the <i>Education Act</i> and the policies of The Calgary Board of Education.</p> <p>Note: If the student is an "independent student" as defined in the <i>Education Act</i>, the student's residency will be considered.</p> <p>I, the undersigned, hereby represent and have the legal authority to request a transfer for the child. By submitting this form, I declare the information that I have provided is complete and accurate.</p> <p><b>Signature</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>For printed form submissions:</b></p> <p>Sign your name below.</p> <p>_____</p> <p>Date: (YYYY/MM/DD) _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>For digital form submissions:</b></p> <p>If this is a digital form that you will submit through email, type your name below. This acts as your signature.</p> <p>Name: _____</p> <p>Date: (YYYY/MM/DD) _____</p> </td> </tr> </table>					<p><b>For printed form submissions:</b></p> <p>Sign your name below.</p> <p>_____</p> <p>Date: (YYYY/MM/DD) _____</p>	<p><b>For digital form submissions:</b></p> <p>If this is a digital form that you will submit through email, type your name below. This acts as your signature.</p> <p>Name: _____</p> <p>Date: (YYYY/MM/DD) _____</p>
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<p><b>Authorization for Collection of Personal Information</b></p> <p>Personal information contained on this form is collected under the Student Record Regulation of the <i>Education Act</i>, and section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>. The information will be used for the purpose of student registration. If you have any questions regarding the collection of this information, contact the school Principal.</p>						