

Secondary Schools – Out of Area Transfer Request

Administrative Procedure

Status:	Active
Effective:	October 2011
Revision Date:	June 2025
Review Date:	June 2029
Responsibility:	Superintendent of Education, School Operations

PURPOSE:

All Halton District School Board (HDSB) schools are able to effectively support students' academic and well-being needs. As such, students are encouraged to attend their designated home school. However, the Board provides an opportunity for students who are residents in the Halton region to apply for enrolment in a Halton school outside their regular school attendance area in schools where there are sufficient pupil spaces to accommodate them. This is referred to as "transfer of school". The process for application for school transfer in HDSB secondary schools is outlined in this procedure.

Secondary Out of Area Transfer requests has two distinct processes:

1. Students moving from Grade 8 into Grade 9
2. Students entering Grades 10, 11, 12

APPLICATION FOR OUT OF AREA TRANSFER – Student moving from Grade 8 into Grade 9

The HDSB Out of Area Transfer Request Application Form ([Appendix A](#)) is required for Grade 8 to Grade 9 requests. Applicants are expected to meet with their home school Principal to discuss their reasons for requesting an out of area transfer, as well as review the programs offered at the home secondary school.

Consideration for the approval of Out of Area Transfer request may include:

- school is designated as an Open School;
- medical reason with supporting documentation from a Registered Health Professional ([Appendix C](#));

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- relationships or connections with community or staff that would support the students' outcomes in school;
- police conditions or involvement in the community that would deem attendance at the student's home school a risk.

Please note the following exceptions:

- Special Education placements do not fall within the parameters of requesting school transfer.
- Students interested in attending specialized programs offered at the Grade 9 level (e.g. I-STEM) should complete the enrollment process at the secondary school in their community offering this program. Students do not need to complete an Out of Area Transfer request.
- Siblings of students admitted to specialized programs (e.g., ESL or Special Education) or granted transfer in other schools, must apply for transfer of schools. The application ([Appendix A](#)) must be submitted by the parent/guardian and is subject to the above criteria for decision by the requested school.

Students granted out of area transfer are not eligible for board transportation.

Generally, decisions will be forwarded to applicants by **the first week of March**; however, some decisions may be held pending confirmed enrolments.

PROCEDURE:

Grade 8 into Grade 9

1) In October of each year, the Administrative Council will review preliminary enrolment projections, and subsequently identify the status of schools with respect to out of area transfer requests for the following school year. An Open to Requests for School Transfer List will be posted on the Board website and communicated to all schools in November. Schools will fall into one of two different categories, depending on the relationship between capacity and enrolment:

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- a) Open Schools: The school has space available and may accept applications for consideration for an out of area transfer request.
 - b) Closed Schools: The school has reached its capacity and cannot approve applications for an out of area transfer request.
- 2) An application for Out of Area Transfer must be submitted by the second Friday in **January** to the Principal of the home secondary school, using the HDSB Out of Area Transfer Request Application Form ([Appendix A](#)). Applications are received and date stamped at the home school. Upon receipt of an application, the home school Principal will confer with the parents to clarify the reasons for the application and to reinforce that no decisions are made until such time as enrolments are clear. Meetings with school personnel at the requested school should be arranged only upon approval of the Out of Area Transfer of School application.
- 3) Decisions regarding all applications will be communicated by the requested secondary school Principal to the applicant, the home secondary school and the current elementary school by **the first week of March**, using [Appendix A](#) and will attach Appendix B (see page 6).
- 4) Students are not eligible for Board transportation. Transportation will be the responsibility of the parent/guardian for the duration that the student is attending school as an out of area transfer student.
- 5) Late applications will be considered jointly by the Principals and Superintendents of the home and requested schools, subject to available student spaces, as with all other Secondary School Transfer requests.
- 6) Appeals to reconsider an application are permitted in situations where “extenuating circumstances” exist. Appeals are to be submitted in writing by parents/guardians to the requested secondary school Superintendent of Education, with a copy to the home school Principal, prior to the end of June.

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In cases where there is a medical reason for an appeal, the applicant must have their Registered Health Professional complete the “Out of Area Transfer Request Health Information Form” ([Appendix C](#)). Decisions regarding appeals are made in consultation with the Principals involved and communicated to the applicant by the Superintendent of Education. The decision of the Superintendent is final.

APPLICATION FOR OUT OF AREA TRANSFER – Grade 10, 11, 12

The process for application for out of area transfers for Grades **10, 11, 12** occurs through the home school Principal and the Principal of the requested school. This may be initiated by parents/guardians and/or students of legal age at any time of the year and requires the approval of both Principals.

The process is initiated through informal means (meeting, email or phone call) and does not require a formal application process. Requests should be made prior to the second Friday in January for September consideration.

The decision is based on specific programming requests and availability of pupil spaces and class size guidelines. The decision of the home school Principal is final.

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SECONDARY OUT OF AREA TRANSFER TIMELINES

November	An “Open for Transfer of Schools” List of secondary schools will be posted on the Board website and communicated to all schools. Secondary schools may inform families at their Grade 9 Information Evenings the school’s status (i.e., “open school” or “closed school”). The school has space available and may accept applications for consideration for out of area transfer. Or, the school has reached its capacity and cannot approve applications for out of area transfer. <i>All schools promote equality of outcomes, regardless of their open or closed status.</i>
Prior to Second Friday of January	Completed applications (Grade 9) must be submitted to the home secondary school. Requests for Transfer of Schools (Grade 10, 11 or 12) must be made to the home Principal.
By First Week of March	Decisions regarding all applications are communicated to the applicant (i.e., Appendix A and Appendix B).
Prior to end of June	Appeals received and processed by the requested school Superintendent of Education. Appeal decisions communicated to parents/guardians by the Superintendent of the requested school.

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Appendix B

Application for Secondary Out of Area Transfer Procedures and Conditions

Out of Area Transfer Request Granted

- If you have not done so already, the student is to contact the requested school to register and select courses for the upcoming school year.
- Transportation to and from school will be your responsibility as a parent/guardian.
- The Halton District School Board does have a Courtesy Seat process whereby those students who are not normally eligible for transportation can apply for school buses with empty seats. If there is a bus route that is close to your house and you would like to apply for a seat as a Courtesy Seat Rider on that bus, please visit Halton Student Transportation Services at <http://www.haltonbus.ca> for procedures and forms. Courtesy Seat decisions are usually determined over the summer. However, the Board is not required to provide transportation for students where an out of area transfer request has been approved.

Out of Area Transfer Request Denied

- If you wish to appeal this decision, please do so in writing within 10 days of receipt of notification. Send your appeal to the Superintendent of Education of the requested school with a copy to the Principals of the home and requested secondary schools. Appeals are considered according to extenuating circumstances.
- A review of student and class organizations will be completed in June. At that time, space availability will be determined. Those who have appealed will be contacted with a decision prior to the end of June. The decision of the Superintendent is final.

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Cross Reference:

Legislation

Ministry Policy & Program Memoranda

Policy/Program Memorandum (PPM) 131

The Ontario Student Record (OSR) Guideline, 2000 (revised 2020)

Board Policies, Procedures & Protocols

HDSB Elementary Schools -- Out of Area Transfer Administrative Procedure

Revision History

- June 2025 - Updated criteria and exception created for students interested in attending specialized programs offered at the Grade 9 level
- October 2021
- October 2018
- October 2015
- October 2014
- October 2012