

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4  Phone: 623-6421</b>	<b>Code: JECC</b>
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**ASSIGNMENT OF RESIDENT STUDENTS TO SCHOOLS**

The Superintendent may assign students to any school irrespective of the place of residence if the welfare of the student or of other students requires such assignment.

**A. Transfers Outside the School Division**

1. Students transferring out of the School Division shall receive transfer information as outlined in the Departmental Regulations. In addition, the teacher will forward, upon request, a resume of work completed in the various subjects/courses and a suitable mark transcript.

**B. Transfers Within the School Division**

1. School boundaries are set in accordance with the availability of space. If circumstances dictate that a student's best interests can be served by a transfer, arrangements may be made following notification of the Superintendent's department.
2. In addition, an elementary school will use a detailed transfer form, giving information on current program placement and progress.
3. Transfers to or placements in a middle school from an elementary schools will include information as outlined in the form provided.