
NUMBER: 6.06

TITLE: Notification of Change of Schools

When a student transfers to another school in the territory, the sending School Based Team must alert the receiving school and Student Support Services of the change. Specific information regarding the change is needed for the receiving School Based Team and Student Support Services staff to facilitate services to the receiving school. The information needed is:

- Notification of Change of Schools form submitted to receiving school and Student Support Services
- If legal guardianship has changed, a new referral form, including the signature of the **legal** guardian
- If legal guardianship has not changed, the receiving school must update the referral form with student's information and attach the sending school's original referral form

If a student moves out of the territory and has been referred for and/or receiving supports from Student Support Services staff, Student Support Services must be notified in writing by the principal, using this form.

This form is filed in the student's cumulative file.