



## ACCESSIBILITY:

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

### Note:

- All correspondence must be sent to the school listed below and not to the Waterloo Catholic District School Board (WCDSB) Office.

### For Internal and External Transfers within Ontario

- This is a two-step process.
  - Step 1: 'Notice of Student Transfer' (WCDSB Form [APC014-02F](#)) – completed by the sending school \*
  - Step 2: This 'Request for Record' (WCDSB Form [APC014-01F](#)) – completed by the receiving school \*
- \* Other boards will use their own forms.
- For transfers of multiple OSRs, please attach a list (e.g., for grade 8 students graduating to grade 9).

Notice of Student Transfer (e.g., WCDSB Form [APC014-02F](#)) has been received:  Yes  No

## STUDENT INFORMATION

Last name (Legal): \_\_\_\_\_ First name (Legal): \_\_\_\_\_  
 Middle name (Legal): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (yyyy-mm-dd)

## RECEIVING SCHOOL INFORMATION

- The above-named student has registered at the following school:

School: \_\_\_\_\_ BSID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
 number street city postal code

- Start Date at new school: \_\_\_\_\_ Date Retired at former school: \_\_\_\_\_  
 (yyyy-mm-dd) (yyyy-mm-dd)

## ACKNOWLEDGEMENT

I hereby agree to accept responsibility for the record and to use, maintain, transfer, and dispose of the record in accordance with the Ontario Student Record (OSR) Guideline, 2000 (revised 2020).

\_\_\_\_\_  
 Name of Principal Signature of Principal (handwritten or typed) Date (yyyy-mm-dd)

Date OSR Requested (yyyy-mm-dd): \_\_\_\_\_ From (school): \_\_\_\_\_ BSID #: \_\_\_\_\_

Date OSR Received (yyyy-mm-dd): \_\_\_\_\_

### Notice of Collection

Information on this form is collected further to section 265 (1)(d) of the Education Act and section 28(2) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information on this form will be used to administer student records. Questions about the use of the form should be directed to the school Principal. Questions about the collection, use, or disclosure of personal information on the form should be directed to the Privacy Officer at [privacy@wcdsb.ca](mailto:privacy@wcdsb.ca), or 519-580-3297, or 35 Weber St. W., Unit A, Kitchener, ON, N2H 3Z1.

**Completed by:** 1. Admin. Assistant at Receiving School; 2. Principal at Receiving School  
**Distribution:** Admin. Assistant at Receiving School → Admin. Assistant at Sending School  
**Retention:** School Audit File (Current +2 Years)