



ACCESSIBILITY:

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

Note:

- The Ontario Student Record for the following student will be forwarded directly to you upon receipt of an official request.
- 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: This 'Notice of Student Transfer' (WCDSB Form APC014-02F) – completed by the sending school *
 - Step 2: '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).

This notice is to certify that the following student has indicated that they are transferring to your school.

STUDENT INFORMATION:

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

SENDING SCHOOL INFORMATION:

- The above-named student was enrolled in Grade _____ at the following school:
 School: _____ BSID #: _____ Phone: _____
 Address: _____
 number street city postal code
- The last day of attendance was: _____
 Date (yyyy-mm-dd)

 Name of Principal Signature of Principal (handwritten or typed) Date (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, or 519-580-3297, or 35 Weber St. W., Unit A, Kitchener, ON, N2H 3Z1.

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