



# Transferring Between Schools

(for Community Home Build & Concentrated OYAP Programs)

## ***Why you may need to transfer to another school:***

Community Home Build and Concentrated OYAP Programs are offered by host schools. Students may transfer to a host school in order to access these programs.

- ✓ The OYAP brochure and the school's course calendar outlines the Concentrated Programs offered.
- ✓ Acceptance into these programs is available through the Co-op interview process. Parent consent is required.
- ✓ The Business/Co-op Program Head must refer candidates to the Board's OYAP Coordinator. Contact will be made with the Concentrated OYAP or Home Build teacher and the student's guidance counsellor. Together, they will make a decision on acceptance into the program. All candidates will be considered for these programs regardless of home school.
- ✓ Students may be required to transfer schools for one semester to access the prerequisite Grade 11 course and for the 3-Credit, Grade 12 Technology Course.
- ✓ Students living out of bounds of the host school would be eligible for transportation assistance as per the WCDSB prerequisite distance requirements.
- ✓ Students will transfer for the entire school day for a minimum of three credits.

**Access to a Cooperative Education Program is based on student readiness and program availability.**

## ***Successful candidates should be aware of the following:***

- ✓ Students must attend a guidance appointment at the host school in order to register.
- ✓ Students will retain their athletic eligibility at their home school.
- ✓ Students will be required to pay student fees at the host school.
- ✓ Students will not be required to purchase a host school uniform for the time that they are attending. However, the student will be required to wear their home school uniform.
- ✓ Students who are eligible to graduate will do so at their home school. It is the student's responsibility to gather and verify all information related to graduation.

## ***To be completed by the Guidance Counsellor***

- ✓ If the student is accepted into one of these programs a "Principal to Principal" transfer must be initiated. Indicate that this transfer is initiated by acceptance into the Community Home Build Program or Concentrated OYAP.
- ✓ Out of boundary and enrollment capping issues will not be considered in the process as referred to in APA 003.
- ✓ The guidance counsellor at the home school must fax the P to P form, credit counseling summary and other pertinent information such as course selections to the guidance secretary at the host school.
- ✓ As soon as acceptance is confirmed into the host school, the guidance counsellor (at the host school) will contact the student for an interview in order to arrange an appropriate timetable.
- ✓ The Ontario School Record (OSR) will remain in the home school. The host school offering the Technology course will create a temporary OSR that indicates the location of the original OSR.
- ✓ The **home school** should register the student as "in-active" for the semester of the transfer. The student is then registered as "active" for the other semester.
- ✓ The student must become registered as an "active" student in the **host school** for the semester of the program.
- ✓ The guidance counsellors from both schools must communicate student scheduling for each candidate transferring. This will ensure that the student will be enrolled for the required program and compulsory credits. **Please note:** Ideally, the 3-credit courses are scheduled three periods in a row in the first semester.
- ✓ The host school must send the student's Credit Counselling Summary to the home school at the end of the semester.
- ✓ Generate the report card and send back to the home school to be included in the OSR.

**For more information refer to the Course Calendar or contact a Co-op teacher or Guidance Counsellor**

