



Ranchero

Elementary School



To: Parents Requesting a Cross-Boundary Transfer for Their Child(ren)

From: Joel Menzies, Principal

1. Please have a face-to-face meeting with the principal of the school in your catchment area. Your child needs to be registered at your catchment area school.
2. The principal of the school in your catchment area will provide you with a copy of the SD #83 cross-boundary form. The principal will date and sign the form.
3. The parent will complete Part A of the form and take the form to the requested school. The parent can leave the form with the secretary, or request a meeting with the principal of the requested school.
4. Once the form has been dropped off at the requested school, the student will be placed on a waitlist. The order of the waitlist is determined by the date and time the cross-boundary form is submitted. *The school district will place students outside the waitlist process for district identified student needs.*
5. The parents will be contacted by the principal of the requested school during the first week of school in September. During the first week of school, parents can choose to keep their child at home until they receive a call from the principal of the requested school, or the parents can have the student attend the catchment area school until they receive the phone call.

Please note:

- If a parent is requesting a cross-boundary form, the **child must be registered at the catchment area school.**
- Acceptance into the requested school is based on available space. The requested school must have room for the student requesting a cross-boundary. This cannot be determined until the requested school has ensured there is enough space to enroll all of its catchment area students.
- Transportation to and from the requested school is the responsibility of the student's parents.