



Elementary Student Transfer Learning Update Form

Date: _____

Name of Student: _____

Current School: _____

Student PEN: _____

Receiving School: _____

Classroom Teacher: _____

Date Leaving Current School: _____

Student Engagement

Comment/Information about performance:

Literacy Proficiency Level:

Comment/Information about performance:

Numeracy Proficiency Level:

Comment/Information about performance:

Science Proficiency Level:

Comment/Information about performance:

Social Studies Proficiency Level:

Comment/Information about performance:

Physical and Health Education Proficiency Level:

Comment/Information about performance:

Arts Education Proficiency Level:

Comment/Information about performance:

Career Education Proficiency Level:

Comment/Information about performance:

ADST Proficiency Level:

Comment/Information about performance:

French Immersion ONLY

Francais langue seconde Proficiency Level:

Comment/Information about performance:

Core French Proficiency Level:

Comment/Information about performance:

ATTENTION: Once signed, please scan and forward to receiving school.

X

Principal

X

Classroom Teacher

Student Transfer Reporting Guidelines (K–7)

For elementary transfers during the academic year

In-District Transfers

Term 1 (Sept–Dec):

- If the student is transferring **before Dec 1:** The current teacher will complete the *SD22 Student Transfer Learning Update Form* and the office will send the form to the receiving school. The teacher(s) at the receiving school will use the *SD22 Student Transfer Learning Update Form* information, along with their own assessments, to complete the *formal MyEd Term 1 Learning Update*.
- If the student is transferring **after Dec 1 but before Term 1 report:** The current teacher will complete the *formal MyEd Term 1 Learning Update* for the receiving school.

Term 2 (Jan–Mar):

- If the student is transferring **before Mar 1:** The current teacher will complete the *SD22 Student Transfer Learning Update Form* and the office will send the form to the receiving school. The teacher(s) at the receiving school will use the *SD22 Student Transfer Learning Update Form* information, along with their own assessments, to complete the *formal MyEd Term 2 Learning Update*.
- If the student is transferring **after Mar 1 but before Term 2 report:** The current teacher will complete the *formal MyEd Term 2 Learning Update* for the receiving school.

Term 3 (Apr–Jun):

- If the student is transferring **before Jun 1:** The current teacher will complete the *SD22 Student Transfer Learning Update Form* and the office will send the form to the receiving school. The teacher(s) at the receiving school will use the *SD22 Student Transfer Learning Update Form* information, along with their own assessments, to complete the *formal MyEd Term 3 Learning Update*.
- If the student is transferring **after Jun 1 but before the June Summary:** The current teacher will complete the *formal MyEd June Summary of Learning* for the receiving school.

Out-of-District/Province Transfers

- If the student is transferring out-of-district from SD22, follow the same in-district guidelines.
- If the student is transferring to SD22 from out-of-district, the sending school should provide assessment and reporting data to support SD22's reporting requirement.