



## FAQS FOR STUDENTS WISHING TO TRANSFER TO Henry Wise Wood High School

### ➤ **What reasons are considered when a request to transfer to Henry Wise Wood High School is made?**

Considerations for transfer requests are given based on:

- Educational programing not available at designated school
- Sibling(s) who wish to remain together

Generally, the following will only be considered in exceptional circumstances only should space and resources be available.

- Peer support group
- Transportation

Transfer requests will not be granted based on Athletic programs.

### ➤ **How do I request a transfer to Henry Wise Wood High School?**

Students must choose courses and register at their designated school first. Then students can begin the process referred to below.

### ➤ **What paperwork do I complete to request a transfer?**

There is a *Student Registration Package and Checklist* that lists all the necessary documentation and paperwork required when requesting to transfer to Henry Wise Wood High School. This Package will be available from the Student Services office and at [henrywisewood.com](http://henrywisewood.com), January 15, 2019.

### ➤ **When do I submit my application?**

Registration packages may be picked up any time after **January 15, 2019**. All required forms and paperwork must be submitted to the Student Services office by **March 15, 2019**.

### ➤ **What happens once I submit my application?**

The Administration at Henry Wise Wood High School will review your application package. You will receive a response regarding your request to transfer by **April 19, 2019**.

### ➤ **Once I've been accepted at Henry Wise Wood High School, what happens next?**

If you are a **current CBE student**, your transfer form will be signed by our Administration and faxed back to your designated school. Your designated school will then cancel your program which allows us to register you in our system at Henry Wise Wood.

If you are a **student from outside the CBE** (i.e. Catholic, Private), you should notify your school that you are transferring to Henry Wise Wood High School. It is your responsibility to provide us with your final report card in June or your registration will be considered incomplete.

### ➤ **If my request to transfer to Henry Wise Wood High School is declined, can I appeal the decision?**

Yes. The process includes providing any additional documentation requested (you will be informed of such documentation on a case-by-case basis), arranging a meeting with the school principal and, if necessary, an appeal to CBE Administration.

<i>Registration packages and High School transfer request forms will be available</i>	Available from Student Services Office, and on-line at <a href="http://henrywisewood.com">henrywisewood.com</a>	January 15, 2019
<i>Registration and Transfers Due</i>	Student Services Office	March 15, 2019
<i>Applicants Notified</i>	By Mail/Email	April 19, 2019