Manitoba Pupil File

Manitoba
Education, Citizenship and Youth

Transfer Request Form

Section 29(3) of Manitoba Regulation 468/88 requires that a principal must provide the pupil file of a pupil who has transferred to another school to that school within one week of the school requesting it. To facilitate the transfer process, PART I of this form may be completed by the principal of the school that the student has transferred to (the receiving school) and forwarded to the last school that the student attended (the sending school).

Upon receipt of the transfer form, the principal of the sending school will complete PART II and return it, along with the pupil file, to the receiving school. (Principals enrolling students who last attended a school outside of Manitoba should contact the previous jurisdiction for instructions regarding pupil file transfer requests.)

PART I: TO BE COMPLETED BY THE RECEIVING SCHOOL

Student: ……
(Complete Legal Name(s)) Surname Given Name Middle Name(s)

……
MET#

Current Address: ……
Street or P.O. Box

……
City, Town Province Postal Code Telephone No.

Previous Address: ☐ Not applicable, same as current address; or

……
Street or P.O. Box

……
City, Town Province Postal Code Telephone No.

Name of Parent(s)/Legal Guardian(s): ……

……

Address: ☐ Same as student; or ……

Last School Attended ……
(Sending School) Name of School

……
Street or P.O. Box

……
City, Town Province Postal Code

Receiving School ……
Name of Principal

……
School Name

……
Street or P.O. Box

……
City, Town Province Postal Code Telephone No.

Enrollment Date: ……

……
Receiving School Principal's Signature

……
Date

PART II: TO BE COMPLETED BY THE SENDING SCHOOL

Date Student Last Attended …….

Grade at Time of Transfer: K 1 2 3 4 5 6 7 8 9 10 11 12

Please list any relevant educational information that may affect placement or provision of services to the transferring student:

……

……

……

……

……

……

……

……

……

……

Date pupil file sent: ……

Sending School Principal's Name: ……..

Sending School Principal's Signature: ……