

## French Immersion: Request for a Change in Program: Process and Form (Reference Provincial Policy 309 – French Second Language Programs)

### PURPOSE:

This form should be used by schools when a parent/guardian has requested a **transfer out** of a French Immersion program.

### PROCESS:

Transfer from a French Immersion Program may only be considered after consultation between the student's family, the student (where appropriate) and the school. Discussion with the school and family will include:

- the student's progress within the French Immersion Program
  - intervention and support required for the student to be successful, such as PLP adjusted.
  - consideration of space availability in the requested program
  - consideration of catchment zone (students return to zoned school if they are out of catchment). The school completes the second section and will follow-up with District personnel.
2. Following the consultation, if the request for Change in Program is moving forward, then please proceed to complete Appendix A.
  3. Parent(s)/guardian(s) will complete the first section of the *Request for a Change in Program Form*. (Appendix A).
  4. The school completes the second section of the *Request for a Change in Program Form*, and will follow up with FSL Subject Coordinator.
  5. Students must remain in the French Immersion program until the transfer has been approved by the District.
  6. The French Second Language Coordinator will forward the request to the Director of Curriculum and Instruction and a copy of the completed form will be forwarded to the parent/guardian of the student, and the school.
  7. Once a request for transfer is approved, the form will be placed in the student's cumulative record file and must remain in the student's cumulative record permanently.
  8. The administrative assistant must be made aware by the school of the transfer to make the appropriate changes in the program of study in Power School. Reminder: Students who transfer out of FI having completed French Immersion Language Arts (FILA) grade 8 must continue to take FILA grade 9 and FILA grade 10. If accommodations are required, district and school personnel will plan for programming on a case-by-case basis.

|   |              |
|---|--------------|
| <b>Parent / Guardian</b> Complete this section <i>(In the case of joint custody, signatures of both parents are required)</i>   |              |
| <b>School:</b>  |              |
| <b>Homeroom Teacher and Grade Level:</b>  |              |
| <b>Student's name:</b>  |              |
| <b>Address:</b>   |              |
| <b>Phone number:</b>  |              |
| <b>When did the student enter French Immersion? (example : Grade 1, Grade 3, Grade 6)</b>   |              |
| <b>Please note:</b>   |              |
| <ul style="list-style-type: none"> <li>• Students transferring out of French Immersion (FI) having completed FI grade 8, must continue to take French Immersion Language Arts at Grades 9 and Grade 10.</li> <li>• Students who withdraw from a French Immersion program will not receive a French Immersion completion certificate upon graduation.</li> </ul> |              |
| <b>Parent/Guardian reason for request:</b>  |              |
|   |              |
|   |              |
|   |              |
|   |              |
| <b>Signature of Parent / Guardian:</b>  | <b>Date:</b> |

|  |  |
|--|--|
|  |  |
|--|--|

**Instructions for School Team:** *(Reference Policy 322 – Inclusive Education)*

The school team should (if applicable) review the supports the student has received in the French Immersion program. The school should consider the following:

- Evidence of academics, ESS supports, attendance, cumulative record checks, report cards results, notes from discussions (i.e. school-parent meetings, team meetings) and documented interventions (Tier 1, Tier 2, and/or Tier 3) provided for the student (i.e. types, durations, personnel involved, dates, PLP, IBSP).

**School Team Comments (including a transition plan to the English Prime program, if needed):**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Signature of Principal:**
**Date:**

***Students must remain in the French Immersion program until the program change has been approved by District.***

**District French Second Language Subject Coordinator** Complete this section

**Follow-up with school or parent/guardian, if additional information is needed / comments:**

|  |
|--|
|  |
|  |
|  |
|  |

**Signature of FSL Subject Coordinator:**
**Date:**
**Signature of Director of Curriculum & Instruction:**
**Date**

**Distribution:** Parent(s) / Guardian (s)  
 School Principal (For Cumulative Record Folder / remains in the folder permanently)  
 Director of Curriculum & Instruction