



TDSB Internal Student Transfer Form

TDSB Sending School:
(Name/Address/Phone Number)

Fill out any information known at time of transfer

Legal Surname:	Legal First Name:	Legal Middle Name:
Preferred Surname:	Preferred First Name:	Preferred Middle Name:
DOB (dd/mmm/yyyy):	Last Date of Attendance (dd/mmm/yyyy):	Current Grade:
Trillium #:	New Street name and # (fill out where applicable/ if known):	
Apt/Unit #:	City:	Postal Code:
Destination School Name (if known):	Destination school start date (dd/mmm/yyyy) (if known):	IEP : Yes ESL: Yes

Signature of sending school Principal/Guidance/Administrator

Date (dd/mmm/yyyy)

Receiving School Name:

[Address Documents Viewed for boundary eligibility \(2 documents required for home address\)](#)

I verify that I have seen two documents to confirm the student address, as per
TDSB PR518 Appendix C <http://ppf.tdsb.on.ca/uploads/files/live/98/1635.pdf>

New Address Entered in Trillium (if applicable)

Signature of receiving school Principal/Guidance/Administrator

Date (dd/mmm/yyyy)

NOTES: For internal TDSB use only. When sending official OSR requests, please indicate the student attendance start date for student information system transfer purposes. Ministry guidelines require internal transfer forms be retained for current and two school years.