

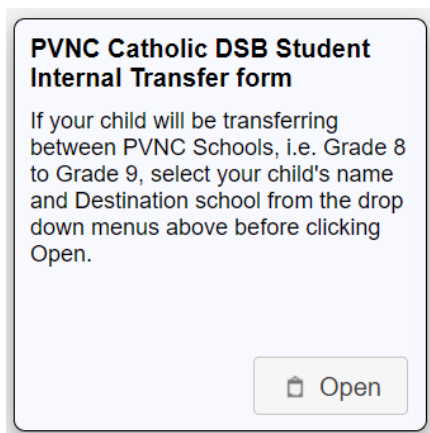
PVNC CATHOLIC INTERNAL TRANSFER FORM PARENT/GUARDIAN INSTRUCTIONS

Begin by logging into the [Parent Portal](#) of your child's CURRENT school.

1. Click on **Online Student Registration** at the top of the page.



2. Choose the destination school from the SCHOOL drop down menu.
3. You **MUST** choose your child's name from the STUDENT drop down menu **BEFORE** clicking OPEN on the PVNC Catholic DSB Student Internal Transfer form.



4. Review the pre-populated student information on the form. If any of the information contained in the form is incorrect, parents/guardians must contact their child's current school immediately to have the information updated before proceeding with the internal transfer form.

Note: If your child's information does not pre-populate on the form, click the BACK button and choose your child's name from the STUDENT drop down menu.

5. Once completed, click Submit
6. Parents/Guardians will have the option to download a PDF copy of the form (recommended).

General Instructions for the Parent Portal, creating accounts and individual school links are on the Board Website at: <https://www.pvnccdsb.on.ca/parents/parent-portal-and-report-card-a-ccess/>