

STUDENTS

STUDENT TRANSFERS

Transferring Into District

Students seeking admission to a District school must satisfactorily meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and District policy.

A. Procedures

Parent(s)/guardian(s) must submit a completed good standing form from the transferring school to the building Principal or designee. Parent(s)/guardian(s) should request an unofficial record of the student's grades and the remainder of the student's school records from the transferring school. The transferring school is responsible for sending the student's records within ten (10) school days of notice of transfer.

If the parent(s)/guardian(s) are unable to submit previous school records, the student shall be admitted and the Building Principal, will request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

B. Class or grade Level Assignment

The Building Principal or designee will determine the class or grade level assignment, with input from a counselor when necessary. The Building Principal or designee is not bound by the class or grade level recommendations of the transferring district.

Transferring out of District

Parent(s)/guardian(s) of students transferring from the District should submit to the Building Principal, written notice of transfer, payment for outstanding fees or fines and a signed release form. Students must return all school-owned property.

The Building Principal will complete a good standing form for any student transferring from the District. Within ten (10) days of a transfer notification, the Building Principal will send to the transferring District, a completed good standing form, an unofficial record of the student's grades and the remainder of the student's school records. Within ten (10) days after the student has paid all outstanding fines and fees, the Building Principal shall mail an official transcript of the scholastic records.

A. Student Records

Parent(s)/guardian(s) may review, challenge and copy the student's temporary and permanent records before the records are transferred. Parent(s)/guardian(s) should provide a written request to the Building Principal. If they disagree with the accuracy, relevance or propriety of a record, other than grades or suspensions/expulsions, specific written notice of the nature of the disagreements may be submitted to the Building Principal for review and follow up with the parent(s)/guardian(s). If the disagreement is not resolved in this meeting, a hearing may be requested before the Board. All documentation related to the disagreement shall be maintained in the student's temporary record file.

Within ten (10) school days of notification that the student is transferring from the District, the following records will be sent to the transferring district:

1. an unofficial record of the student's grades;
2. the student's current placement levels;
3. the student's health records;
4. the student's most current standardized tests reports.

Psychiatric and psychological reports received from other agencies, institutions and individuals will not be released without specific written permission from the parent/guardian or student in accordance with the Mental Health and Development Disabilities Confidentiality Act.

CLASSROOM TRANSFERS**A. Assignment process**

The instructional staff considers each child's academic, social and personal needs in determining classroom placement. Parent(s)/guardian(s) input concerning a child's social, emotional, or academic development is encouraged and will assist the instructional staff in creating proper classroom placement. Parent(s)/guardian(s) may forward written comments to the classroom teacher and principal by the first Friday in April of each school year.

As a result of the careful and thoughtful process followed in developing classroom placement, no changes will be made once placement is completed and notices are mailed to parent(s)/guardian(s), except in extraordinary circumstances and at the sole discretion of the Superintendent.

B. Notification

Parent(s)/guardian(s) will receive notice of classroom placement. Students with disabilities are placed in accordance with their identified educational needs as determined by an IEP team. Students placed in bilingual education programs will receive written notice of the placement and the rights of the parent(s)/guardian(s) and student within the program, as required by State law.

PUBLIC SCHOOL CHOICE

Schools identified under the *No Child Left Behind Act* as being a school in need of improvement are required to offer parents an opportunity to request a transfer of schools for their child. Should either of the District's schools be identified as a school in need of improvement under the *No Child Left Behind Act*, the Superintendent shall make a good faith effort to secure an agreement with neighboring schools to allow for student transfers. If student transfers are not available, the District will provide supportive services to those students enrolled in under performing schools as required by law.

Legal Ref. A

Cross Ref.: Student Records
 Student Placement
 Health Examinations and Immunizations

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Adopted: _____