Students

Transfers; Withdrawals

The following regulations concerning admission and assignment to grade apply to transfer students:

1. Tentative Assignment
   a. To be made immediately upon enrollment.
   b. To be based upon chronological age and whatever other information is provided by the parent and/or previous institution (K - age 5, Grade 1 - age 6, etc.)
   c. Decision about assignment will be shared with the parent at the time of assignment.
   d. School will, immediately, arrange for the receipt of formal records and will request the parent's permission (release of) to receive the formal records.

2. Permanent Assignment
   a. The decision for permanent assignment will be made within twenty (20) school days and the reasons for the decision shared with the parents.
      A conference will be offered to the parents as one method of sharing the information about the decision on assignment.
   b. An evaluation of the pupil's capability to perform satisfactorily in the tentative assignment will be conducted during the period preceding the decision on permanent placement.
      (1) This evaluation shall include all the following:
         (a) Observation by the certified staff of the institution including the principal, classroom teacher and reading consultant.
         (b) Review of previous institution records including narrative reports forwarded by previous instructors.
      (2) Should previous institution records not be available or not reflect data needed for grade placement, standardized instruments designed to determine readiness to read at the assigned grade level will be determined by the certified staff.
Students

Transfers; Withdrawals (continued)

c. The evaluation procedure and the results or the evaluation will be shared fully and completely with the parent.

d. Consistency of implementation of this regulation will be sought keeping in mind the Board of Education's desire to view each child as an individual with individual needs.

Transfer Credits

Any transfer credits will be accepted at the same value as in our system (i.e., English 1 yr. = 1 Credit).