

*Transfers of Students Outside of the District*

*Transfer to Another Public School*

Students moving out of the District are required to notify the principal's office as soon as this information is known. When the date for moving is determined, the principal will arrange for the student to turn in all school property on the last day of attendance and to receive their report card.

A record of attendance and grades attended, shall be mailed to the principal of the school which the student will attend in their new school district. If this is not known, the record should be mailed to the chief administrator of that school district, or to the secretary of the Board if there is no supervising principal or superintendent. Official records shall not be given to the student or the parent, and principals should make every effort to find out where the student is going so that school authorities in the new school district may have an opportunity to check prompt enrollment of the student.

*Transfer to Private School*

In general, the procedure for transfer to a private school is the same as that described above. However, if the student is under age 17, and a resident of the District, it becomes the school's responsibility to make certain that the student enrolls in the private school within three days of the withdrawal from public school. Therefore, before the transcript is sent to the new school, the administrator must be informed of the request for transfer.