

POLICY: 501.9

## STUDENTS: TRANSFER-IN, TRANSFER OUT OR WITHDRAWALS

Transfer-in students shall be assigned a grade-level placement according to recommendations from the sending District. District officials, however, reserve the right to evaluate each student to determine the appropriate grade-level placement and whether or not to accept credits towards graduation. The student's permanent record (e.g., cumulative file) and record of immunizations necessary to meet Iowa's law shall also be provided to the District.

The District may require testing or use of other reasonable means to make grade placement and credit decisions. In the event credit is awarded, neither numerical or letter grades received in the non-accredited setting will be recorded on the student's permanent record. Credits awarded will be recorded as Pass/Fail.

A student who transfers in from a non-accredited setting will only be eligible for honors and awards for the actual period of time he or she has been enrolled as a regular student in the school district. Students transferring from a non-accredited setting will not be eligible for class ranking until they have been fully enrolled for seven (7) or more semesters. Students must meet the graduation requirements of the school district (Policy 605.3) in order to be eligible for a diploma.

*NOTE: School districts do not need parental permission to request student records from previous school districts. The school district sending the records must notify the parents that the student's records have been sent.*

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program.

The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice should state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents must notify the superintendent in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the

parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

Legal Reference: 20 U.S.C. § 1232g (2004)  
Iowa Code §§ 274.1; 299.1-.1A (2007)

Adopted: 06/14/94

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