

## **STUDENT TRANSFER**

When a parent/guardian requests to transfer a child (children) from one school to another, the principal of the admitting school, as a professional courtesy, is to communicate with the principal of the sending school regarding the student(s) transfer. The needs of the student and the parents'/guardians' right to choose the school and/or program best fitted to the child (children) must be respected. At the same time, consideration must be given to the effect that accepting the student(s) might have on the school from which the transfer is being made, especially if a large number are asking to transfer.

If the principal feels justified in accepting the student, the acceptance may be made on a probationary basis. Once the transfer is approved, the school records must be sent in a reasonable amount of time.

### **Outstanding Debt**

If there is an outstanding debt, the student should not be accepted without approval of the previous principal.