



Student Transfer Procedures

March

1. Check all transfer/registration forms for any revisions
2. Director approves any revisions
3. Director sets due dates for transfers and registration meeting
4. Receptionist checks transfer file folders for number stickers and sign in sheets
5. Ask transfer school for class counts
6. Transfer Slot worksheet
 - a. Move students up a grade
 - b. Check against our spreadsheet
 - c. Check against Skyward for withdrawal date
 - d. Check against our documentation
 - e. Send the slot worksheet to transfer school for review
7. March 20—Kinder transfer applications
 - a. Update agenda for registration meeting
 - b. Reserve room for and send invitations to registration meeting
 - c. Make registration meeting packets

April

1. Update transfer information on the website—email request to Margaret first week of April
2. Replace any revised forms on the website—send to Nikki/Margaret
3. Director sends district-wide email for employee student transfers—attach both types of employee student transfers
4. Director approves first 10 kindergarten transfers—send approval letter so parents can register for kindergarten registration
5. Registration meeting—usually mid-April

May

1. Update dates and times for registration handouts and website—lamine, send to campuses to post and send home in report cards
2. Employee attendance zone transfers—remind employees before school is out to resubmit for next year
3. Send out reminders to resubmit transfer paperwork for all transfers
4. Set date to take first transfer applications (Around mid-June). Send out emails/letters to let current transfers know.

June-August

1. Put notice in newspaper about transfers in June—send out an ALERT NOW too
2. Start accepting all transfers
3. Prep transfers for Director (take out staples, highlight, and put in order)
4. Director reviews
5. Send letters of approval or denial—keep copies of all letters with transfer application
6. Process transfer paperwork and send to campuses