

STUDENTS

ATTENDANCE - STUDENT TRANSFERS

Transferring In

A student seeking admission to the District shall satisfactorily meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by the Illinois School Code and the District. The student must also provide a completed "good standing" form from the school from which the student is transferring.

If a student who is transferring in was suspended or expelled from any public school for any of the following offenses, he or she shall not attend class until having served the entire period of such disciplinary action:

1. Knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §8921 *et. seq.*);
2. Knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or
3. Battering a staff member or student.

In the case of transfer students, the student will be referred to the Building Principal's office. A transfer student may be referred by the Building Principal to a counselor for input regarding the student's class or grade level assignment. It is within the Building Principal's authority to accept or reject the transferring school's recommendations.

The District shall request that every new student present his/her records, including the unofficial records of his grades and his current mathematics and language arts placement levels, health records and most current set of standardized test reports. However, the student's inability to present the records shall not prohibit his admission to the District.

When a new student applies for admission to the District, the Building Principal shall notify the school or school district last attended by the student, requesting that the student's school student record be copied and sent to the District.

Students will be registered by the surname appearing on their official school records or other formal identification (birth certificates, passport, etc.). No changes in surnames will be made unless directed by court order.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

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Transferring Out

When any student transfers from the District, the following will be required:

1. Written notification by the student's parent or guardian to the Administrative Office;
2. Payment of outstanding fees or fines;
3. Return of all school owned property;
4. Execution of a release of records form.

Within ten (10) days of notification that the student will be transferring to any other public elementary or secondary school, the Building Principal shall send the following information concerning the student to the district to which the student will transfer:

1. An unofficial record of the student's grades;
2. The student's current mathematics and language arts placement levels;
3. The student's health records;
4. The student's most recent current standardized test reports;
5. A completed "good standing" form.

The above-referenced records shall be transferred whether or not the student's fees and fines are paid.

Within ten (10) days after the student has paid all of his or her outstanding fines and fees the District shall also forward an official transcript of the scholastic record of the student as required by applicable statutes and regulations.

If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion.

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Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

The Superintendent shall establish procedures to facilitate the student's transfer.

LEGAL REF.: Illinois School Code, Sec. 2-3.13a (105 ILCS 5/2-3.13a) (105 ILCS 5/22-65) (105 ILCS 70/33)
Illinois School Student Records Act, Sec. 8.1 (105 ILCS 10/8.1);
Family Education Rights and Privacy Act, 10 U.S.C. § 1232;
23 Ill.Admin.Code, Subtitle A, Part 375, Student Records.

CROSS REF.: 705.05 (School Admissions) and 735 (Student Records).

Adopted: May 12, 1983
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