

TRANSFERS

All transfers into the schools of the District shall be in accord with file code 5111 Admission. Students transferring into the District are expected to present copies of records from the previously attended school (or District) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of students transferring from the district shall notify the principal in a timely manner of their intention to leave the district.

Transfer cards will be issued to the pupils leaving the District. Parents/guardians of students leaving the District may request, in writing, from the building principal, copies of scholastic and health records. Student records shall be transferred between Chief School Administrators within the time frame prescribed by law.

First Reading: August 22, 2011

Second Reading: September 12, 2011

Legal References:

<u>N.J.S.A.</u> 18A:7B-12	District of residence; determination
<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
<u>N.J.S.A.</u> 18A:36-25.1	Proof of child's identity required for enrollment; transfer of record between districts
<u>N.J.S.A.</u> 18A:36B-1 <u>et seq.</u>	Interdistrict Public School Choice Program
<u>N.J.S.A.</u> 18A:38-8	Duty to receive pupils from other districts
<u>N.J.A.C.</u> 6A:12-3.2	Criteria to guide the Commissioner's approval of choice program applications
<u>N.J.A.C.</u> 6A:23A-19.2	Method of determining residency
<u>N.J.A.C.</u> 6A:32-8.2	School enrollment

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Cross References:

*5111	Admission
*5125	Student records
*5131	Harassment, Bullying, Intimidation and Threatening Behavior Prevention
*5131.5	Vandalism/violence
*5141.3	Health examinations and immunizations

*Indicates policy is included in the Critical Policy Reference Manual.