

StudentsStudent TransfersTransferring In

A student seeking admission to a District school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law. A student must also present a completed *good standing* form from the school from which the student is transferring.

The Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations.

The student should request the school from which he or she is transferring to forward an unofficial record of the student's grades and the remainder of the student's school records. If the student is unable to present the records, the student shall be admitted and the Building Principal shall request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

Transferring Out

Parent(s)/guardian(s) of a student transferring from the District should give the Building Principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The Building Principal shall complete a *good standing* form for any student transferring from the District. Within 10 days of a transfer notification, the Building Principal shall send to the District in which the student will or has enrolled, a completed *good standing* form, an unofficial record of the student's grades, and the remainder of the student school records. Within 10 days after the student has paid all outstanding fines and fees, the Building Principal shall mail an official transcript of the scholastic records.

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.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. secs. 1232.
105 ILCS 5/2-3.13a and 10/8.1.
23 Ill. Admin. Code secs. 375, Student Records

CROSS REF.: 7:50 (School Admissions), 7:350 (Access to Student Records),
7:370 (Student Record Challenges)

ADOPTED: August 16, 2004