

5040.1 (R).

**PROCEDURES FOR SCHOOL-INITIATED STUDENT TRANSFER
BETWEEN HIGH SCHOOLS**

On occasion, it has been desirable to consider the transfer of a student from one high school to the other for social, academic or other unique reasons as outlined in Board policy.

In order to ensure full communication between both schools in such instances, a case conference is to be held with regard to the student in question. The school initiating such a request should schedule the conference and invite a representative from the intended receiving school to participate. Once a decision has been made to recommend transfer, the Associate Superintendent for Instruction shall be consulted for authorization.

Date Approved: October 8, 1980

Amended: August 19, 2014

Previous Policy Number: IB5-R