

STUDENT PERSONNEL

Series 500

POLICY TITLE STUDENT TRANSFERS OUT OR WITHDRAWALS

No. 501.7

If the student's parents/guardians wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the building principal in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent/guardian should present this written notice to the principal of the building and receive instructions regarding the return of school property.

The written notice shall state the student's final day of attendance. If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents/guardians wish to have the student's cumulative record sent to the new school district, the parents/guardians shall notify the building principal in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents/guardians that the records have been sent. The notice shall inform the parents/guardians of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents/guardians shall notify the superintendent or designee that the student is receiving competent private instruction and file the necessary competent private instruction reports.

Legal Reference: 20 U.S.C. § 1232g.
Iowa Code §§ 274.1; 299.1-.1A; 299A.11.

Cross Reference: 501 Student Attendance
506 Student Records
604.1 Competent Private Instruction

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