



## Procedures for Transferring Students

### ***When is a student withdrawn from GPA?***

- *When a guardian requests to withdraw a student in writing*
- *When a parent signs a Check- Out Form*
- *We receive proof of attendance for another school*
- *The student has not shown up for school for multiple days and you have followed the Attendance Policy Procedures & truancy notifications.*

### **The Procedures for students transferring to homeschool:**

- Have parent sign check-out form
- Give or mail/email parent Homeschool Letter & Homeschool Exemption form to have signed, notarized and returned to the school.
- *NOTE: If we find out or are notified that the student is enrolled in another school or online school then the withdraw code will be updated to the proper one.*

### **Types of Transfers (Exit Codes Used):**

(TS) –Transfer within State. This code is used for students moving out of our district. You should always make a student note as to where the student moved to and what day you received the records request from the other school. Send student records.

(TO) –Transfer out of State. This code is used when a student moves out of Utah. You should always make a student note as to where the student moved to and what day you received the records request from the other school. Send student records.

(DO) –Drop Out. This code is used only for 6<sup>th</sup>–8<sup>th</sup> grade students. It should only be used after 10 consecutive unexcused absences for these students. Make a note in the 10 day drop

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field under student notes with the date you dropped the student. Hold student records until a new school has requested records.

(WD) –Withdraw. This code is used for student K –5th grade. It should be used after 10 consecutive unexcused absences for these students. Make a note in the 10 day drop field under student notes with the date you dropped the student. If you use this exit code for any other reason, be sure to make a note in student notes. Hold student records until a new school has requested records.

(DE) –Death. Self-explanatory. Maintain student records for the required amount of time.

(TR) – Transfer to another Charter School within the state. You should always make a student note as to where the student moved to and what day you received the records request from the other school. Send student records.

(TP)- Transfer to Private School. You should always make a student note as to where the student moved to and what day you received the records request from the other school. Send student records.

(TC)- Transfer out of Country. Maintain student records for the required amount of time.

(TH)- Transfer to homeschool, not an online school. Hold student records until a new school has request records.

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