



# Administrative Transfer Procedures & Checklist for Principals

<b>Student's Name:</b>	<b>Student's ID#:</b>	<b>Date:</b>
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The principal of the sending school investigates the request, secures documentation if necessary, and makes a recommendation for approval/denial. School capacity, classroom space, Jefferson County residency and the reasons for the proposed transfer are considered in the disposition of the request. The principal calls or sends the application to the receiving school principal, who will review and make a recommendation for approval/denial.

The sending school **must not** inactivate the student until the receiving school confirms approval.

- The recommendations of the principals will be based on genuine necessity and space availability. If the principals can't reach mutual agreement, the request will be forwarded to the achievement directors for review/decision.
- Requests should not be hand carried by parent/guardian to the receiving school.

**Please use the following checklist** to clarify any special circumstances pertaining to this transfer request. A copy of the form must be provided to the sending and receiving school principals and the achievement directors.

<b>Sending School:</b>		<b>Principal's Signature:</b>	
1. Investigated Request - Contacted receiving principal?	Yes	No	Date:
2. Is space available in this grade?	Yes	No	Comments:
3. If applicable, is space available in the program (including SPED)?	Yes	No	Comments:
4. Does reason warrant transfer?	Yes	No	Comments:
5. Secures documentation for request if reason warrants?	Yes	No	Comments:
6. Is student returning to home school (school of residence)?	Yes	No	Comments:
7. Is student currently attending school?	Yes	No	Comments:
Sending School Achievement Director Signature			

<b>Receiving School:</b>		<b>Principal's Signature:</b>	
1. Investigated Request - Contacted sending principal?	Yes	No	Date:
2. Is space available in this grade?	Yes	No	Comments:
3. If applicable, is space available in the program (including SPED)?	Yes	No	Comments:
4. Does reason warrant transfer?	Yes	No	Comments:
5. Secured documentation for request if reason warrants?	Yes	No	Comments:
6. Is student returning to home school (school of residence)?	Yes	No	Comments:
7. Transfer approved?	Yes	No	Comments:
Receiving School Achievement Director Signature			

8. A Mutually agreed effective date of transfer: \_\_\_\_\_

If both principals agree, the receiving school will send a copy of the checklist and either the parent form or the principal form for application for administrative transfer to the achievement directors.

Distribute copies to 1. Sending School Principal 2. Receiving School Principal 3. Achievement Directors