

## **STUDENTS**

### **Student Transfers**

#### **Transferring 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.

If a transferring-in student was suspended or expelled from any public school for any of the following offenses, he or she shall not attend class until having served the entire period of such disciplinary action:

1. Knowingly possessing in a school building or on school grounds of a weapon as defined in the Gun Free School Act (20 U.S.C. §921, *et seq.*); or
2. Knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or
3. Battering a staff member of the school.

The Principal or his or her 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 Principal or his or her designee 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 Principal or his or her designee written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

Within 10 days of a transfer notification, the Principal or his or her designee 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's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within 10 days after the student has paid all outstanding fines and fees, the Principal or his or her designee 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.:

105 ILCS 5/2-3.13a and 10/8.1.  
23 Ill. Admin. Code §375.

CROSS REF.: 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:340 (Student Records)