



TRANSFERS

All transfers into University Heights Charter School shall be in accord with file code 5111 Admission. Students transferring into the school are expected to present copies of records from the previously attended school (or school) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of pupils or adult pupils transferring from the school shall notify the principal in a timely manner of their intention to leave the school.

Student records shall be transferred between chief school administrators within the time frame prescribed by law.

The Executive Director shall ensure that the school complies with all requirements of federal law and the state department of education. He/she shall prepare regulations to implement this policy.

Board of Trustees Approval Date: 1/19/2010