

STUDENT TRANSFERS OUT OR WITHDRAWALS

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The pupil should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The parent's 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 student wishes to have the student's cumulative record sent to the new school district, the student or the parents shall notify the superintendent 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 may forward the cumulative records without parental notification.

It shall be the responsibility of the superintendent to inform the board of the student's leaving. If the student is of compulsory education age and not transferring to another public school district or an accredited non-public school, the parents shall notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

Legal Reference: Iowa Code §§ 274.1; 299.1 (1991).
Iowa Code § 299 (Iowa Acts 1991).

Cross Reference: 501 Student Attendance
506 Student Records

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