

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6145

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CATEGORY: **Students, Admission/Withdrawal**

EFFECTIVE: **1-29-62**

SUBJECT: **Transfer and Withdrawal, K-6**

REVISED: **5-05-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the transfer or withdrawal from school of elementary school students.
2. **Related Procedures:**

Cumulative record keeping, K-6	6505
Promotion/retention and placement/articulation, 6-8 (Middle)	4760
Records for handicapped students (special instructions)	6526
Release of student information	6525
Student records, retention and destruction	6520
Transfer of special education students	4610

B. LEGAL AND POLICY BASIS

1. Reference: Board Policy H-3000; Education Code Sections 35250-35255, 48200-48201, 49068, 49076; California Code of Regulations, Title 5, Sections 437, 438.
2. **Transfer of Student Records**
 - a. Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the student's permanent record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the student intends to enroll (Education Code Section 49068).
 - b. Student records of a transferring student shall not be withheld from the requesting district because of any charges or fees owed by the student or his/her parent/guardian (California Code of Regulations, Title 5, Section 438).
 - c. When a student transfers from one district school to another school within the district, the student's entire records shall be transferred upon request from the school where the student intends to enroll. Records shall not be withheld because of any fees or charges owed by the student or his/her parent/guardian.
3. **Rights of Parents/Guardians.** Parents (including noncustodial parents) or legal guardians have the right to inspect the cumulative records of their children during consultation with the principal or certificated designee, at which time the principal or designee may interpret data. Parents/guardians may receive *copies only* of documents in the student's file. (Procedure 6525; Education Code Section 49069)

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Regulation.** Students must attend a school within the attendance area in which their legal residence is located, except as provided in Procedure 6120.
3. **Definitions**
 - a. **Transfer:** A change of enrollment from one school or educational program to another; the student's school of attendance is informed of the student's planned move to another school.
 - b. **Withdrawal:** A discontinuance of enrollment in a school without enrollment elsewhere, *or* without a school's knowledge of the student's enrollment in another school.
 - c. **Exemption:** A nondisciplinary exception to the general rule compelling children six to sixteen years of age to attend school full-time, and certain children of ages sixteen to eighteen to attend a special alternative program. (Exemptions may be approved for reasons noted in C.4., Transfer/withdrawal codes 14, 17, and 20.)
 - d. **Effective date:** Last day student is enrolled; date to be used consistently as official effective date on *all* records.
4. **Transfer/Withdrawal Codes (Descriptions and Numbers)**

Description	Code No.
Transfer within district	01
Transfer out of district	04
"No shows" at start of new school year	05
Deceased	07
Institutionalized (correctional or treatment in a nondistrict program)	08
Expelled (Procedure 6295; requires Board of Education action)	09
Dropped—whereabouts/destination unknown and not over eighteen	10
Exempt—mental condition*	14
Exempt—physical condition*	17
Exempt—alternative education plans*	20

*With approval of district counselor or Guidance Programs

D. IMPLEMENTATION

1. Transfers

a. Secretary/Clerk

- (1) Receives verbal or written request to transfer from parent/guardian or receives notification of enrollment at another school and initiates student transfer process, following procedures in *SIS/ARIES Documentation*.
- (2) When transfer is out of district, advises parent/guardian which records will be transferred when requested by receiving district.
- (3) Notifies teacher of student's transfer and requests progress and placement information if appropriate.

b. Teacher processes student progress and placement information in accordance with the following:

- (1) When student transfers within two weeks prior to issuance of reports, provides progress information, using SIS Elementary Progress Reporting system.
- (2) When student transfers sometime between first and second report periods, or between second and third report periods, does not provide complete progress information unless it is within two weeks of the next report. Teacher does provide progress and placement information for student's "Elementary Student Transfer Form."
- (3) If student has not received a progress report and has been enrolled at least one month, provides progress and placement information for student's "Elementary Student Transfer Form."
- (4) If student has been enrolled less than a month, progress and placement information may include "not evaluated at this time."

c. Secretary/Clerk

- (1) Receives progress and placement information from teacher and processes as follows:
 - (a) If student transfers within two weeks prior to issuance of progress report, prepares an “Elementary Progress Report” (E.1.). One copy of the printed report should be given to the parent/guardian and one copy filed in student’s cumulative record folder.
 - (b) If student has been in attendance at least one month, prints student’s “Elementary Student Transfer Form” for parent/guardian and/or out-of-district schools. “Elementary Student Transfer Form” may be used in conjunction with most recent “Elementary Progress Report.” (It is not necessary to send printed reports of progress or transfers to another district school.)
 - (c) If student has been enrolled less than a month, “Elementary Student Transfer Form” may include “not evaluated at this time.”
 - (d) If student transfers or withdraws during the last two weeks of school, may mail “Elementary Progress Report” on last day of school. (Parents/guardians provide a self-addressed, stamped envelope.)

Note: Students leaving prior to this time will not be issued a report for the final period; however a “Elementary Student Transfer Form” may be prepared and may include an information statement regarding status of student and recommendations for future placement.
- (2) On last day of student attendance:
 - (a) Completes transfer process according to instructions in *SIS/ARIES Documentation*. Updates records as necessary.
 - (b) Places student’s cumulative record folder, including health records, in “inactive” record file. Folders will be kept at school of last enrollment until requested by another district school or until one year past date of expected articulation.

2. **Withdrawals**

- a. When it appears that a student's family has moved and student has not attended school for several days:
 - (1) Registered letter sent home.
 - (2) Home visits made to seek information.
 - (3) Secretary/clerk seeks information from emergency address on registration card and from parent's/guardian's employer.
- b. **Secretary/clerk and teacher** implement transfer procedure (D.1.) using available information. Student's cumulative record folder is placed in school's "inactive" file.
- c. *If withdrawal is result of a family moving from attendance district without notifying school*, appropriate transfer procedures shall be completed when a request for records is received from new school of enrollment. At that time, student cumulative record folders and school site records shall be updated and transfer process completed.
- d. *If withdrawal is due to exemption, exclusion, or expulsion*, refer to appropriate procedure:

Exclusions	Procedure 6180
Exemptions	Procedure 6185
Expulsion	Procedure 6295

3. **Transfer/Retention of Student Records**

- a. All items of information mandated for permanent retention will be stored on computer- processed electronic files for students expected to graduate in 1996 or later. Hard copy support documents and additional information may be retained in a student's cumulative folder as needed in accordance with Procedure 6520.
- b. Prior to forwarding records, principal or designee shall assure that information is corrected or removed if it is (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside of observer's area

of competence, or (4) not based on personal observation of a named person, with time and place of observation noted.

c. **Transfer to a school *within* district**

- (1) Student information on SIS system is available to a new district school once SIS enrollment process is complete. Receiving school will request transfer of student's cumulative record folder. Sending school will forward when requested. Records forwarded will include support documents of mandated and permitted information, including special programs as appropriate.
- (2) Sending school maintains a record log indicating date records were sent and name of receiving school.
- (3) Cumulative folders for students moving to middle or junior high schools at end of fifth/sixth grades will be forwarded when requested by receiving school (Procedure 4760). At that time any folders for students who have transferred outside district and/or have reached age for articulation to middle/junior high school will be sent to Student Records (Procedure 6520).

d. **Transfer to *another* school district**

- (1) Photocopies of student records are sent upon request from a school outside district. *Do not send originals*. Records should include the following:
 - (a) "Elementary Progress Report" (most recent report)
 - (b) "Elementary Student Transfer Form" (as appropriate)
 - (c) Health history (immunizations)
 - (d) Individual educational plan (as appropriate)
- (2) If a private or parochial school *not* listed in current *Directory of Private Elementary and High Schools in California* published by California State Department of Education requests a student's records, a parental release in writing must be obtained prior to release of records.

- (3) Student's cumulative record folder is retained in inactive file at last school of enrollment. If student reenters same school, folder is returned to active file. If student returns to another district school, folder is forwarded upon request from receiving school. If student has not returned to a district school by age of articulation to a middle or junior high school, folder is sent to Student Records (Procedure 6520).

Note: To send a folder to another *district* school, place in a manila envelope marked clearly with name of receiving school and send through district school mail. To send photocopies of student records to a school within *county*, place in an inter-county envelope, marked clearly "COUNTY MAIL" with name of receiving district and school, and send through district school mail. To mail copies of student records to a school outside the district, enclose in an envelope clearly marked "STUDENT RECORDS," addressed to receiving school (by name, address, and ZIP code), and place in school mail. (District mail will provide postage.)

- e. **Requests from outside agencies** (Procedure 6525). If a request for records is received from an outside agency, the following restrictions apply:
 - (1) Records cannot be released without written permission from parent/guardian.
 - (2) A record must be kept of what information was sent, to whom it was sent, and when it was sent.
 - (3) Copies of documents shall be sent; do not send original files.

E. FORMS AND AUXILIARY REFERENCES (Attendance Accounting Manual and *SIS User's Guide*.)

1. Elementary Progress Report
2. Elementary Pupil Cumulative Record, Stock Item 22-E-4580
3. Student Health Record, Boys/Girls, Stock Item 22-H-1205
4. Request for Elementary Pupil Cumulative Record, Stock Item 22-R-2460
5. California School Immunization Record, Stock Item 63-P-0286

SUBJECT: **Transfer and Withdrawal, K-6**

NO: **6145**

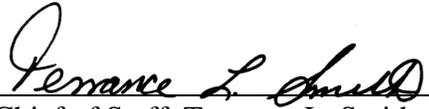
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F. REPORTS AND RECORDS

G. APPROVED BY



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For the Superintendent of Public Education