

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6146

PAGE: 1 OF 8

CATEGORY: **Students, Admission/Withdrawal**

EFFECTIVE: **1-29-62**

SUBJECT: **Transfer and Withdrawal, 7-12**

REVISED: **8-01-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures to be followed when a student transfers from a school in San Diego Unified School District to another school within or outside the district, withdraws/drops from school attendance, or is officially exempted.

2. **Related Procedures:**

Adult education program .....	4400
Alternative education .....	4430
Cumulative records keeping, 7-12 .....	6510
Enrollment of students in transition (aka homeless) .....	6129
Exemptions from compulsory full-time and continuation education .....	6185
High School Diploma Program .....	4410
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: F-7000, H-3000; Education Code Sections 35250-35255, 49068, 49076, 48200, 48201, 48909; California Code of Regulations, Title 5, Sections 437, 438.

2. **Transfer of Student Records**

- a. Whenever a pupil 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 pupil'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 in which the pupil intends to enroll (Education Code Section 49068). (**Note:** District procedures require schools to send *copies* to nondistrict schools.)
- 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 to the

school in which 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 parent) or legal guardians have the absolute right to inspect the cumulative records of their children during consultation with the principal or a certificated designee, at which time the principal or designee may interpret data and information. Parents/guardians may receive *copies* of documents in the student's file. A reasonable copy fee may be charged. (Procedure 6525; Education Code Sections 49065 and 49069.)

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Instructional Support.
2. **Regulation.** Students must attend a school within the attendance area in which their legal residence is located, except as provided in Procedures 6123 and 6129.
3. **Checkout grades** must reflect grades to the last day of active attendance and should not be influenced by circumstances such as extended absences prior to transfer. If applicable, efforts should be made to obtain school reports from juvenile court placements for inclusion with other materials sent to the receiving school district.
4. **Definitions**
  - a. **Transfer:** A planned move or change of enrollment for a student from one school in San Diego Unified School District to one of the following:
    - (1) Another school of the same type within the district
    - (2) High School Diploma Program
    - (3) Adult education classes
    - (4) Alternative education school program
    - (5) School in another school district
    - (6) Classes taught by a private tutor
    - (7) Special programs

- (8) Private school
  - (9) Charter school
  - (10) Community Day School
- b. **Withdrawal:** A student's act of leaving San Diego Unified School District voluntarily and not attending school further or discontinuance of enrollment without a school's knowledge of the student's enrollment in another school. Withdrawal is legal when the student has reached eighteen or is exempt.
  - c. **Exemption:** A nondisciplinary exception to the general rule compelling children six to eighteen years of age to attend school full-time (Procedure 6185, C.3.a.).
  - d. **Effective date:** The last date a student attended; this date is to be used consistently as the official withdrawal date on all documents.
  - e. **Archive date:** A date three years after graduation or the expected date of graduation.
5. **Permanent Mandatory Records.** Items of information mandated by Education Code are retained on electronic files in the Student Information System. (For students with a year of graduation earlier than 1996, some or all items of information may be on hard-copy documents filed in a student's cumulative record folder.)
- a. **Graduates/withdrawals after grade 12.** Mandated information for students who graduate or withdraw following grade 12 will be retained on database files or electronic storage. Hard-copy documents of a student's final transcript may be retained in a permanent file at the student's last school of enrollment. Support documents of mandated and permitted information will be retained at the student's last school of enrollment for at least three school years before the documents may be destroyed (Procedure 6520).
  - b. **Transfers/articulation within district.** The Student Information System (SIS) provides for the electronic transfer of information on district computer files when students enroll in another district school (see *SIS Secondary Users' Guide*). Students' cumulative record folders should be retained at the last school of enrollment until the date of expected articulation or archive date (Procedure 6520).

- c. **Transfers or withdrawal outside the district.** Information on the district computer files will be retained in inactive status until a student re-enters a district school or until at least one school year after the expected date of graduation. The student's cumulative folder should be retained at the last school of enrollment until the date of expected articulation or the archive date (Procedure 6520).

6. **Transfer/Withdrawal Codes (Descriptions and Numbers)**

<b>Description</b>	<b>Code No.</b>
Transfer within district	01
Transfer out of district	04
"No shows" at start of new school year	05
Graduated	06
Deceased	07
Institutionalized (correctional or treatment in a nondistrict program)	08
Expelled (see Procedure 6295; requires Board of Education action)	09
Dropped—whereabouts/destination unknown and not over eighteen	10
Dropped—withdrawal over age eighteen (use also in fall of senior year for students not completing requirements)	11
Exempt—passed California High School Proficiency Exam	12
Exempt—mental condition*	14
Exempt—physical condition*	17
Exempt—dependent care#	19
Exempt—alternative education plans#	20
High School Diploma Program (full-time only—not for concurrent enrollment)	21

\*With approval of district counselor or Guidance Programs

#Continuation School—district counselor only

7. **Regulations for Withdrawal**

- a. **Students eighteen years of age or older.** The student's request alone is sufficient.
- b. **Students who are exempt** (Procedure 6185).

8. **Dropout Students and Employment Counseling.** District counselors are available for alternative education counseling at terminal conferences. The state Employment Development Department is available to help dropout students seeking employment.

## **D. IMPLEMENTATION**

### **1. Student Transfer**

- a. **Student** presents to appropriate school official a note from parents/guardians or documentation of exemption.
- b. **School official**
  - (1) Checks documents, verifies age of student from records, and approves or disapproves request.
  - (2) If request is approved, notifies school clerk to prepare necessary forms.
- c. **School clerk**
  - (1) Prepares transfer/withdrawal form.
  - (2) Gives transfer/withdrawal form to student to carry to classes and appropriate offices for signatures; confirms that student completes transfer process and provides student with a copy of transfer; if student is unable to complete transfer process, notifies teachers and offices that student has left and collects information to complete transfer.
  - (3) Closes student's enrollment on district and site computer files with date of transfer/withdrawal and code (see *SIS Secondary Users' Guide*).
- d. **School staff** makes a reasonable effort to collect money due for books, lost materials, or fines; if unable to collect money, enters amount due on transfer slip and continues with transfer/withdrawal process (Procedure 5025).
- e. If transfer request is denied, parents/guardians may appeal the decision to the Student Services Executive Director after all efforts by the school to obtain needed documents.

**2. Transfer/Retention of Records****a. Permanent records**

- (1) Last school of enrollment is responsible for verifying that all mandated information, as appropriate, has been entered on student's SIS record.

Support documents of mandated items are filed in student's cumulative record folder. Items of permitted information that may be of value to a student who is continuing education also may be filed in cumulative record folder. Information not mandated or permitted should be purged from folder and destroyed.

- (2) Folder will be held in a suspense file at last school of enrollment until requested by another district school, or until three years after expected date of graduation. Folders of middle school students will be sent to the Student Records Center after expected date of articulation (Procedure 6510).

**b. Correction/removal of information** Prior to forwarding records, principal or designee shall ensure 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
- (4) Not based on personal observation of a named person, with time and place of observation noted.

**c. Transfer to a school within district.** Student information on SIS system is available to a receiving 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 and industrial education safety test results as appropriate (Procedure 5150).

- d. **Transfer to another school district.** (Parental permission to transfer records is not required.) When a request for records is received, clerk:
- (1) Prepares a transcript of student's secondary record (and transfer grades to date of leaving, if appropriate) and sends to requesting school. Originals of district documents are not sent.
  - (2) Refers requests for individual testing/physiological reports to appropriate office (e.g., requests for IEP or GATE information to the Special Education Division and Instruction and Curriculum Division, respectively).
  - (3) Maintains record of where records were sent and date sent.
- e. **Exemption to Continuing Education Program at San Diego Community College District.** (Parent/guardian must be notified of release or transfer of student information or records.) Refer to Procedures 4400 and 6185.
- f. **Transfer to a private or parochial school.** If a private or parochial school that requests a transcript is not listed in current *Directory of Private Elementary Schools and High Schools in California*, published by California State Department of Education, a parental request in writing must be submitted prior to release of records. After such release is obtained, process outlined in D.2.d applies.
- g. **Requests from outside agencies.** (Procedure 6525) If a request for records is received from an outside agency, following restrictions apply:
- (1) Records of students under eighteen years of age cannot be released without written permission from parent /guardian. Records of students eighteen years of age and older cannot be released without written permission from students.
  - (2) Court orders or subpoenas of student records are referred to the Placement and Appeals Office, Student Services Division, Office of Instructional Support, for processing.
  - (3) A record must be kept of what information was sent, to whom, and when.
  - (4) *Copies* of documents shall be sent, *not* original files.

SUBJECT: **Transfer and Withdrawal, 7-12**

NO: **6146**

PAGE: **8 OF 8**

EFFECTIVE: **1-29-62**

REVISED: **8-01-03**

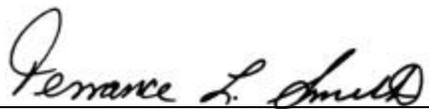
---

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

1. Student Enrollment Form K-12, Stock Item 22-S-1600/1605
2. Secondary Transfer or Withdrawal Record, Stock Item 22-T-7703
3. Secondary Transcript
4. Student Program Locator
5. Secondary Request for Transcript and Health Record, Stock Item 22-R-2780
6. Student Health Record, Stock Item 22-H-1205
7. California School Immunization Record, Stock Item 63-P-0286
8. Waiver Form for Students to Enroll in Adult High School Program, Stock Item 22-A-1370

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



\_\_\_\_\_  
Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education