



**Procedure Name:** Intra-Elementary School Transfer Procedure

**Related to which policy:** Intra-Elementary School Transfer Policy C 40

**Date Last Updated:** May 2018

**Specific Procedures Outline:**

- This policy and procedure will be included in all Elementary School Student Handbooks.
- Any parent can request a transfer from one school to another for any of the documented circumstances that are listed in the Board's Policy.
- A written request explaining the reason must be submitted to the Superintendent of Schools.
- The Superintendent will consult if needed with the parents, other educational and social service professionals and render a decision within 5-7 work days.

***Clarification: This most recent procedure is the one that is to be used. All prior drafts are null and void.***