

GPPSS Student Transfer Summary Document

1/01/18

Parent Completes Transfer Process Before May 1st

- Parent reviews Board Policy (5111) and AG 5111 Section E.
- Parent communicates with principals of both sending and receiving school. (*Transfer will not be considered without prior communication*).
- Parent completes online transfer application.
- Principals confirm that parent communication has occurred.
- Office staff process transfer request **only upon completion of ALL of the above**.

Initial Transfer Decision

Deputy Superintendent for Business Affairs approves or denies transfer primarily based on available space at receiving building. (Decision made post May 1st for most grades with kindergarten decisions typically made in August.)

Transfer Approved in Writing

Student transfers to new school at the beginning of the new school year and remains at new school until level change.

Transfer Denied in Writing

Parent may appeal to the Transfer Appeals Committee if the request was submitted before May 1st of the preceding school year. Requests received after May 1st will be heard by the Transfer Appeals Committee only where the conditions of AG 5111 Section E are met.

Transfer Appeal Process

- Parent notifies administration of desire to appeal within 10 school days of denial of initial transfer.
- Transfer Appeals Committee comprised of Deputy Superintendent for Educational Services, the Directors of Elementary and Secondary Instruction and one other administration hears appeal. Alternate administrators may serve on the committee, but may not include the initial transfer decision maker.
- Transfer Appeals Committee completes due diligence (communicating with teachers, physical, etc.).
- The Deputy Superintendent for Educational Services calls family to inform them of decision. Letter sent as follow up.
- Decision of Transfer Appeals Committee is final.