ResponsiveEd 2025–2026 Transfer Process Guide

Prepared for All Campuses | Last Updated: July 2025

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🔍 1. Transfer Process Overview

The transfer process for the 2025–2026 school year remains unchanged and applies to currently enrolled families only.

- A completed Transfer Request Form is required for all transfer requests.
- The form must include:
- Parent/Guardian Signature
- Current Campus Director Signature
- Receiving Campus Director Signature
- Once all signatures are obtained, the form must be emailed to:
  transfers@responsiveed.com (CC: Courtney Groh – cgroh@bluelearning.com)

> *Important: While all requests will be processed, seat availability cannot be guaranteed. Families are advised to keep their child enrolled at their current school until confirmed.*

📁 2. Standard Transfer Workflow

Who Is Eligible?
- Students must be actively enrolled at a ResponsiveEd campus to initiate a transfer.

Step-by-Step Process:
1. Transfer Request Form is completed with necessary signatures.
2. Current Campus emails the signed form to:
   - transfers@responsiveed.com
   - CC: Courtney Groh and Receiving Campus
3. Receiving Campus reviews and responds (Approve or Deny).
4. Enrollment Team logs the decision in the Transfer Tracker and processes it in SchoolMint (1–2 business days).
5. Receiving Campus then completes the application process in SchoolMint.
6. Families are notified when a seat becomes available.
7. Once accepted, both campuses are notified, and transfer is completed.

💻 3. Special Transfers – iSchool Virtual Academy

Transferring to iSVA:
- Families must apply via: ischoolvirtual.com
- No physical transfer form is needed.
- Students will be enrolled as new applicants.

Transferring from iSVA:
- Families must apply through SchoolMint to their desired campus.
- A transfer form is not required but will be filed if submitted.
- iSVA families must not withdraw until a start date at the new school is confirmed.

📥 4. Withdrawal Process & Skyward Upload Instructions

If a student is withdrawn (including for transfer purposes):

Step-by-Step (Skyward Q SIS):
1. Go to the Student's Profile > Attachments tab
2. Select "Attach File" > Choose the correct form
3. Set Attachment Type to "Enrollment"
4. Do not post to student/family portfolio unless required

Also ensure:
- The form includes a valid start date at the new campus
- SchoolMint records are downloaded and archived in Skyward

🔗 5. References

- Transfer Tracker - 2025-2026
- Transfer Request Form - Final Version