The Garrison
Union Free School District

Procedure for High School Transfer

1. **Initial Contact**:
    - Parents or guardians should contact their child's Current High school Counselor to discuss transferring to another eligible high school offered by Garrison UFSD for tuition students, or if their child plans to attend a private or parochial school.

Transfers to Private or Parochial Schools:

i. Requests to enroll in a private or parochial high school are not subject to approval by the Garrison Union Free School District. Parents/guardians are responsible for completing the admissions process with the private school directly. The Garrison School Counselor shall be notified of the student's enrollment decision to facilitate records transfer, post-secondary planning support, and transportation review, if applicable.
ii. The Current High school Counselor shall notify the Garrison UFSD School Counselor.
iii. Parents requesting transportation to a private or parochial school must submit any required transportation requests in accordance with New York State Education Law and District procedures. Transportation will only be provided when the request meets applicable legal requirements, including timely submission of request and residence and mileage eligibility criteria.

Transfers to Garrison Eligible High School Districts

2. **Currently Enrolled High School Counselor's Role**:
    - If the transfer request is to attend one of the eligible high school districts, then the steps below should be followed:
        i. The student's Current High School Counselor will meet with the parents/guardians and the student to listen to their concerns and ascertain why they are requesting a transfer. The counselor should also discuss any potential obstacles to the transfer (i.e course selection, athletic eligibility)
        ii. If the family wants to move forward with the transfer request, the Current High School Counselor will provide the family with the transfer request form, ask them to complete the top section, and let the parent know the next step is to forward the request to the high school principal.

iii. The Current High School Counselor will then sign the form and notify the high school principal.
iv. The Current High School Counselor will contact the Garrison UFSD School Counselor immediately after the request is made.

3. **Currently Enrolled High School Principal (eligible high school districts only):**
    - If the student and family still request a transfer, the high school principal must sign the form and forward it to the Garrison School Counselor.
    - The high school principal **may** request a meeting with the family, the student, and the Garrison School Counselor to discuss the reason for transfer.
4. **Garrison School Counselor's Role**:
    - Once the Garrison School Counselor receives the form with the student's Current High School Counselor and the high school principal's signature, the Garrison School Counselor will contact the parent and student to discuss the transfer request and process and notify the Garrison Superintendent of the intent to transfer.
    - The Garrison School Counselor shall contact the desired high school to ensure it can accommodate the transfer request (available enrollment capacity, appropriate program placement, course availability, and the ability to provide required special education services, if applicable).
    - The Garrison School Counselor shall notify the Garrison Superintendent of the requested transfer (eligible high school districts only). The Garrison Superintendent shall review the transfer request based upon the factors set forth in Garrison Board of Education Policy #XXXX and make a determination.
    - If the transfer is approved, the Garrison School Counselor shall notify the family and the Receiving School Counselor and forward the signed transfer request form to the receiving high school.
    - If the transfer is not approved, the Garrison School Counselor shall notify the family and the Current High School Counselor of the decision.
5. **Receiving School District Responsibilities:**
    - Parents may not directly contact the Receiving School to request initiation of the transfer process. Families should be informed that they should return to their current school to discuss the request with their Current High School Counselor.
    - The Receiving School shall contact the family to enroll the student only after receiving a copy of the signed transfer form indicating that the Garrison UFSD Superintendent has approved the transfer request.
    - The Receiving School shall contact the current high school of attendance to obtain the student's educational records.
    - Once enrolled, the Receiving School must notify Garrison UFSD of the student's start date as soon as possible so transportation arrangements can be made in a timely manner and communicated to the family.
6. **Garrison UFSD Process, Final Decision and Family Responsibilities**:
    - Approval of transfer requests may be based on available space, program availability, transportation considerations, student residency, the Receiving School's ability to meet the student's educational needs, and other factors deemed relevant by the Garrison Superintendent consistent with Board Policy XXXX.

- Families may not contact the desired school district to discuss the transfer before following the steps outlined above and must receive written confirmation of transfer approval from the Garrison UFSD.
- Families are responsible for understanding the athletic eligibility requirements of the Receiving School and any applicable athletic governing organizations. Approval of a transfer does not guarantee athletic eligibility.
- For students participating in high school athletics, the student and their parent/guardian must sign the District's Parent Acknowledgment of the NYSPHSAA Transfer Rule form.

High School Transfer Request Form

Student Information:

Student Name (First, Last):	
DOB:	
Current Grade:	
Current High School of Attendance (Check one):	☐ Haldane High School ☐ O'Neill High School ☐ Putnam Valley High School ☐ Other:_____
High School of Requested Transfer (Check one):	☐ Haldane High School ☐ O'Neill High School ☐ Putnam Valley High School ☐ Private or Parochial School:_____

Parent/Guardian Information:

Parent/Guardian Name (First, Last)	
Address:	
Parent/Guardian Contact Number	
Parent/Guardian Email Address	

Reason for Transfer Request:

Please describe the reason for the requested transfer:

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Acknowledgment: I understand that a transfer request to another Garrison-eligible high school is subject to the student being a resident of the Garrison UFSD, the availability of space, the approval of the Garrison UFSD, and the requested district is able to provide any special education programs and/or services as recommended by the Committee on Special Education (if applicable).

Parent/Guardian Signature: _____ **Date:**_____

Student Signature:_____ **Date:**_____

SCHOOL DISTRICTS' USE ONLY	
• Meeting Held with Family and Student • Garrison School Counselor Contacted	Current School Counselor Signature: Date:
• Building Principal Notified	Current Building Principal Signature: Date:
• Garrison UFSD Counselor reviewed process with family and student • Notified Garrison UFSD Superintendent	Garrison UFSD Counselor Signature: Date:
Superintendent Reviewed. Transfer Request: ☐ Approved ☐ Denied	Garrison Superintendent Signature: Date:
Transportation arranged	Garrison School Business Official Signature: Date:
New HS information entered in eSD	Garrison Main Office Personnel Signature: Date: