

## STUDENT TRANSFERS OUT OR WITHDRAWALS

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the building principal as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent will receive instructions regarding the return of textbooks, district-owned technology, library books, locker equipment, hot lunch account, etc.

The notice shall state the student's final day of attendance. If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents shall notify the building principal in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents shall notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

Legal Reference: 20 U.S.C.1232g(1988).  
Iowa Code 274.1;299.1-.1A(1995).

Cross Reference:	501	Student Attendance
	506	Student Records
	604.1	Competent Private Instruction

Approved November 25, 1996      Reviewed September 9, 2019    Revised October 13, 2014