

Students

Administrative Procedure - School Admissions and Student Transfers To and From Non-District Schools

Transferring In

| Steps | Requirements and Actions That Must Be Completed |
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| <p>Compliance with admission eligibility prerequisites in State law and School Board policy</p> | <p>All students seeking admission shall meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and School Board policy on admissions. See Board policy 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i>.</p> |
| <p>Compliance with the Missing Children Records Act and Missing Children Registration Law</p> | <p>The Building Principal or designee of the school into which the student is transferring shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student’s birth certificate (325 ILCS 55/5(b), 20 Ill.Admin.Code §1290. 60(a).</p> <p>If the person enrolling a student fails to comply with the above requirement, the Building Principal or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the matter will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, refer the case.</p> <p>The Building Principal or designee shall immediately report to the local law enforcement authority and the Department of State Police any affidavit explaining the inability to produce a copy of the birth certificate that appears inaccurate or suspicious in form or content (325 ILCS 50/5 and 55/5(b)).</p> <p>The Building Principal or designee shall, within 14 days after enrolling a transfer student, request directly from the student’s previous school a certified copy of the student’s record (23 Ill.Admin.Code §375.75(b), 325 ILCS 50/5(c)).</p> |
| <p>Compliance with the Good Standing Requirement</p> | <p>The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall ensure that a completed Good Standing Form from the Illinois public school from which the student is transferring arrives at the school into which the student is transferring (105 ILCS 5/2-3.13a).</p> <p>The Good Standing Form, ISBE Form 33-78, available at: www.isbe.net/accountability/pdf/33-78_student_transfer.pdf, indicates whether the student’s medical records are current and whether the student is currently being disciplined by a suspension or expulsion (105 ILCS 5/2-3.13a).</p> |

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| | <p>If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the parent(s)/guardian(s) shall certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring (105 ILCS 5/2-3.13a).</p> <p>The Building Principal or designee shall deny admittance to any student who was suspended or expelled for any reason from any public or private school in this or any other state until the student completes the entire term of the suspension or expulsion (105 ILCS 5/2-3.13a).</p> <p>If the student is transferring from an Illinois public school, the Building Principal or designee shall refuse to admit the student unless the student can produce a Good Standing Form.</p> <p>If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the Building Principal or designee shall refuse to admit the student unless his or her parent(s)/guardian(s) certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.</p> <p>The Superintendent or designee may, upon the request of the parent(s)/guardian(s) of a student suspended or expelled for any reason, place the student in an alternative school program established under <u>The School Code</u> (105 ILCS 5/2-3.13a).</p> |
| Compliance with <u>The School Code</u> and the Illinois School Student Records Act | The Building Principal or designee shall enroll a student whose former school transferred an unofficial record of grades in lieu of the student's official transcript of scholastic records pursuant to 105 ILCS 5/2-3.13a(a) and 23 Ill.Admin.Code §375.75(h) (105 ILCS 10/8.1). |
| Compliance with laws concerning education of homeless children | <p>The Building Principal or designee shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment, in accordance with 6:140, <i>Education of Homeless Children</i> and 6:140-AP, <i>Education of Homeless Children</i> (42 U.S.C. §11432(g)(3)(C)(i) and 105 ILCS 45/1-20.) See McKinney Homeless Assistance Act, 42 U.S.C. §11431 <u>et seq.</u>, and 105 ILCS 45/1-1.</p> <p>The Building Principal or designee must immediately contact the school last attended by the child to obtain relevant academic and other records (42 U.S.C. §11432(g)(3)(C)(ii) and 105 ILCS 45/1-10).</p> |
| Other admission steps | <p>Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations.</p> <p>When parent(s)/guardian(s) of a student eligible for special</p> |

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| | <p>education present an individualized education program to a new school, the student must be placed in a program in accordance with the IEP (105 ILCS 5/10-20.12A).</p> <p>The Building Principal or designee shall administer 6:160-E1, <i>Student Home Language Survey</i>, to each student entering the District's schools for the first time (23 Ill.Admin.Code §228.15).</p> |

Transferring Out

| Steps | Requirements and Action That Must Be Completed |
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| Initial step | The parent(s)/guardian(s) of a student shall notify the Building Principal of their intent, pay outstanding fees or fines, sign a release form authorizing the release of student records, and return all school-owned property. |
| Compliance with <u>The School Code</u> and the Illinois School Student Records Act | <p>After receiving a request to transfer school student records, the Building Principal or designee of the transferring school must provide written notice of the nature and substance of the information to be transferred and the opportunity to inspect, copy, and challenge the record (23 Ill.Admin.Code §375.70(a) and 23 Ill.Admin.Code §375.75(b).</p> <p>The Building Principal or designee of the transferring school must, within 10 days of the notice of the student's transfer, forward a copy of the student's school record to the student's new school (105 ILCS 10/8.1). Each school must forward written information relative to the grade levels, subjects and record of academic grades achieved, current mathematics and language arts placement levels, health records and a most current set of standardized test reports. However, if the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, an official record of the student's grades will be sent in lieu of the student's official transcript of scholastic records (105 ILCS 5/2-3.13a(a), 23 Ill.Admin.Code §375.75(h).</p> <p>The Building Principal or designee shall, within 10 days after the student has paid all of his or her outstanding fines and fees and at the school's own expense, forward an official transcript of the scholastic records as defined in 23 Ill.Admin.Code §375.75(h) (105 ILCS 5/2-3.13a(a).</p> <p>If within 150 days after a student leaves a school, the school has not received a request for the student's record, or been presented with other documentation that the student has enrolled in another school, the student is counted in the school's and District's calculation of its annual dropout rate (105 ILCS 5/2-3.13a; 23 Ill.Admin.Code §375.70(d).</p> |
| Compliance with the Missing Children Records Act and | The Building Principal or designee of the transferring school must send the student's records within 10 days of receipt of the |

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| Missing Children Registration Law | <p>request, unless the record has been flagged pursuant to the Missing Children’s Act; if flagged, the copy shall not be forwarded and the requested school must notify the local law enforcement authority and Department of State Police of the request (325 ILCS 55/5 and 50/5).</p> <p>If the Department of State Police notifies a school of a current or former student’s disappearance, the school must flag the student’s record so that whenever information regarding the record is requested, the school can immediately report the request to the Department of State Police.</p> |
| Compliance with the Good Standing Requirement | <p>The Building Principal or designee of the transferring school shall send to the school in which the student will or has enrolled a completed Good Standing Form (ISBE Form 33-78 available at: www.isbe.net/accountability/pdf/33-78_student_transfer.pdf), and, if a transferring student is currently suspended or expelled, indicate:</p> <ol style="list-style-type: none"> 1. The date and duration of the suspension or expulsion, and 2. Whether the suspension or expulsion is for knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §8921 <i>et seq.</i>), for knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or for battering a staff member of the school (105 ILCS 5/2-3.13a). |
| Compliance with the Illinois Domestic Violence Act | <p>If a child transferring to another school is a “protected person” under an order of protection, the petitioner may request the Building Principal or designee to provide written notice of the order of protection, along with a certified copy of the order, to the institution to which the child is transferring (750 ILCS 60/222).</p> <p>The Building Principal or designee shall respond to the above request by providing, within 24 hours of the transfer or sooner if possible, written notice of the order of protection, along with a certified copy of the order, to the institution to which the child is transferring.</p> |

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
Missing Children Records Act, 325 ILCS 50/.
Missing Children Registration Law, 325 ILCS 55/.
105 ILCS 5/2-3.13a , 10/8.1, and 45/1-20.
750 ILCS 60/222.
20 Ill.Admin.Code §1290.60(a).
23 Ill.Admin.Code §370.70 and §375.75.

Adopted: October 15, 2006

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