

STUDENT IN-SCHOOL TRANSFER POLICY

Students currently enrolled within the school who wish to change the grade for which they are enrolled will be considered on an individual basis by the school administration and/or the Board of Directors. Upon approval, the student will be placed on the In-School Transfer Wait-List for the appropriate grade, and moved into the requested grade as space becomes available.

If circumstances change and it becomes necessary to place the same student into another grade, the student will once again be considered on an individual basis by the school administration and/or the Board of Directors. Upon approval, the student will be placed on the In-School Transfer Wait-List for the appropriate grade, and moved into the appropriate grade as space becomes available.

However, if circumstances change again and it becomes necessary to place the same student into another grade, the student will once again be considered on an individual basis by the school administration and/or the Board of Directors. Upon approval, the student will be placed at the BOTTOM of the Sibling Wait-List for the appropriate grade, and moved into the desired grade as space becomes available.

Approved: