

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 educational program, they shall notify the administration as soon as possible of the decision to withdraw or transfer the student from the educational program. The student's parents should notify the principal's office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No clearance slip will be issued or refunds made until all fees or fines have been paid.

The student's parents shall indicate 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. The student's cumulative record shall be sent to the new school district upon that district's written request.

Legal Reference: Iowa Code §§274.1, 299.1
281 Iowa Admin. Code 11.3 (10)-(11).

Cross Reference: 501 Student Attendance
506 Student Records

Approved: November 12, 1990
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Revised: