

## ***Exit/Transfer Procedure-MS/HS***

### ***Transfer Procedure:***

#### ***Guidance Office/Secretary:***

1. Upon notification by another School District that student has enrolled in their district, request a signed Release of Records.
2. Request medical file from Nurse for records. (After student has been transferred out, the medical file will be put with the cumulative file.
3. **FAX Academic and Medical Records to new school district**, with cover letter.
  - a. Deliver a copy of the signed Release of Records to CSE Office; they will need to send established IEPs, etc., if applicable.
4. Contact: Email information to the following: Student's name and date of transfer
  - a. Student Enrollment/CSE – Director of Pupil Personnel
  - b. Transportation/Bus – Superintendent of Transportation
  - c. Teachers
  - d. Meals – Cafeteria Manager
  - e. School Nurse

#### ***Health Office:***

Forward Medical Folder to Office Secretary for Filing / Release of Records to new school