

**5140**

Adopted: 04/25/67

Revised: 02/29/72

08/28/73

12/17/74

06/12/84

10/26/04

**TRANSFER**

**I. STUDENT SPECIAL TRANSFER/APPEALS, K-12**

- A. All students, other than approved transfers, must attend school in their designated attendance area. The Student Special Transfer exists to address medical, psychological needs of students and victim safety.
- B. If recommended for approval, principal submits original copy of request along with the Administrative Information Document to Office of Hearings and Appeals for final action. Parent and receiving school are given copy of request.
- C. Special conditions:
  - 1. Transfers for victim safety:
  - 2. Do not need to provide medical, psychological documentation – instead need to provide reason.
  - 3. Provide documentation of victimization.