



Spectrum Academy Board of Directors		
Policy: Transfer Students		
Approved: 5/18/22	Revised:	Monitoring: BI-ANNUALLY

Purpose:

To comply with state requirements for reporting and documenting students who transfer from the LEA.

Policy:

1. For students transferring from the LEA the attendance secretary or administrator will assign transfer codes in the student information system using the following guidelines (*table included for reference*):
 - a) If a student has 10 consecutive days of unexcused absence, and cannot be properly accounted for at the time of the update by any other exit code, the student will be removed from membership using the exit code 'DO' (see R277-419). The code 'UN' is also acceptable.
 - b) If a student leaves for home schooling the attendance secretary or administrator will direct the parent or guardian to their local district and send the student records to the district with notification that the family wishes to homeschool. The student will be withdrawn using the transfer code 'TS.' In cases where the required affidavit (required by UCA 53G-6-202) is not on file, the attendance secretary or administrator may choose to use the transfer code 'CH'. The attendance secretary or administrator should verify that the student has registered as a home school student with their district of residence and should be able to produce written evidence of a good faith effort to do their part in properly accounting for the student

- c) If a student transfers to a school in another USBE public LEA, the student will be withdrawn using the transfer code 'TS'.
- d) If a student transfers to another USBE charter school, the student will be withdrawn using the transfer code 'TR'.
- e) If a student transfers to a private school, student will be withdrawn using the transfer code 'TP'.
- f) If a student transfers outside of the United States, the student will be withdrawn using the transfer code 'TC'. (Outlying areas such as American Samoa, Guam, the Northern Marina Islands, Palau, Puerto Rico and the Virgin Islands are considered to be outside of the United States.)
- g) If a student leaves to formally enroll in school in another country as a foreign exchange student, or for foreign exchange students who were enrolled in our LEA but exited to return home, the student will be withdrawn using the transfer code 'FE'.
- h) If a student transfers to Job Corps (either the Weber Campus or the Clearfield Campus) the student will be withdrawn using the transfer code 'TP'. As of the 2019 school year both of these schools are considered to be private schools.
- i) If a student's medical condition is so serious it impedes any continuation of educational services, the student will be withdrawn using the code 'WM'. This requires documentation.
- j) If a student leaves to pursue a GED, the student will be withdrawn using the transfer code 'GE'. If the LEA receives notice that the student passed the GED before October 1, the student's high school completion status can be changed to 'GG' which will count as an *Other Completer* which is neither a dropout nor a graduate.
- k) If a student leaves the K-12 system to enroll in another level of schooling without first having earned a high school diploma, the student will be withdrawn using the transfer code 'AE', 'HE', or 'UC' as appropriate.
- l) If a student transfers within the LEA, the student will be withdrawn using the transfer code 'TD'. The following conditions and procedures apply to all transfers within the LEA:
 - i. The student is **not** eligible for transfer within the first year of enrollment.
 - ii. The student must be in good standing.

- iii. An official transfer request must be made through the attendance secretary or administrator of the school in which the student is currently enrolled.
 - iv. The student will be placed at the top of the waiting list using the “Founding Member” indicator for the desired campus and transferred when space becomes available.
2. When a student leaves the LEA the attendance secretary or administrator will make every effort to obtain the appropriate withdrawal paperwork completed and signed from the parent/guardian. If for any reason the parent or guardian fails to complete the requested form, the attendance secretary or administrator will document all communication from, and attempts to communicate with the parent/guardian including emails and notes on phone calls including date, time and subject matter. All withdrawal forms and other documentation will be kept in the student cumulative file. Electronic documentation is considered to be sufficient.

Exit Code	Reason
AE	Transferred to Adult Education
CB	Early Graduate – Competency Based Education
CH	Transferred from Charter to Home School
DE	Death
DO	Dropout
EX	Expelled
FE	Foreign Exchange Student
GE	GED
HE	Transferred to Higher Education, except UCAT/USTC
OG	Other Graduate
Q1	Early Graduate – 1 st Quarter Senior Year
Q2	Early Graduate – 2 nd Quarter Senior Year
Q3	Early Graduate – 3 rd Quarter Senior Year
TC	Transferred out of country
TD	Transferred within the LEA
TO	Transferred out of state
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to a school in another USBE public LEA
UC	Transferred to Utah System of Technical Colleges (formally UCAT)
UN	Unknown
WD	Withdrawn**
WM	Withdrawn Medical
11	Early Graduate – 9 th , 10 th , or 11 th Grade

** Only to be used in a situation so serious that educational services can't be continued even under conditions of Board Rule R277-419.