



Policy for Student Transfer Within the Local Education Agency

1. Students selected for enrollment in the Lottery must enroll in the school and grade in which they are offered placement. If a student is drawn for enrollment at both locations within the LEA, they may enroll in the location of their choosing.
2. Student transfers within the LEA are not permitted during the first year of enrollment at Spectrum Academy.
3. Transfer requests must be made to the school in which the student is currently enrolled. This can be done by contacting the front office.
4. Transfer requests must be approved by administration.
5. Transfers are dependent on space available in the desired school and grade.
6. School officials will communicate with each other regarding the transfer request. Families will be notified if the request is approved by the school. Any family or person seeking to circumvent the process by attempting to “trade” spots with another student, contacting the desired school directly, attempting enrollment by failing to disclose existing enrollment at a Spectrum Academy school, or any other method contrary to this policy will automatically have their request for transfer denied and could lose placement at all schools within the LEA.
7. If a student transfers within the LEA they do so with the understanding that their place at the original school will be filled by another student on the waiting list.
8. Once transferred, no other transfer within the LEA request will be approved during that school year.