

Special Circumstances - Child Care Transfer Requests Procedures

Steps in the Procedure

1. The parent/legal guardian completes 2 forms and submits them to the school assigned to the student's address. (*Sending School*)
 - a. JCB-AF1 – Intradistrict Transfer Request Form
 - b. JCB-AF2 – *Child Care* Intradistrict Transfer Request Form
2. The *Sending School's* principal reviews and verifies the request information and sends the forms and a recommendation to the school requested for transfer. (*Transfer School*)
3. The *Transfer School's* principal reviews the request and sends the forms and a recommendation to the Executive Director of Elementary or Secondary Education.
4. The Executive Director reviews the request and notifies the parent/guardian regarding the approval or denial of the request.

Special Notes

- Both transfer request forms (JCB-AF1 and JCB-AF2) must be submitted for a Child Care transfer request.
- The approval length for all transfer requests is one school year, including the summer school term.
- If students wish to continue attendance at the *Transfer School*, they must apply and supply the appropriate documentation each school year. There is no guarantee for renewals. The situation is evaluated each school year.
- Approval for a Child Care transfer is specific to the Child Care Provider submitted by the parent/guardian. If the family's Child Care Provider situation changes at any time during the school term and the family wishes to remain in the *Transfer School*, a new Child Care Provider transfer form and documentation must be submitted to the *Transfer School*.
- Repeated tardies/early departure/absences (10 or more) will revoke the transfer approval.