

Student Transfer Procedures

When a teacher is aware that a student is moving, he/she should notify the office as soon as possible. The following written information needs to be completed on each student transferring from Woodside School.

Student Transfer Forms

1. The student should have the teacher; librarian and kitchen manager sign off on the form.
2. The teacher will return the completed form to the school office.

Student Cumulative Folder

1. The teacher should review the file and discard unnecessary materials from the folder.
2. The teacher should check with the reading specialist to determine if the student has a reading improvement card that should be included in the folder.

Report Cards

1. If the student was enrolled less than 15 days during a reporting period, do not complete the report card for that period, but include the report card, if one exists, in the cum folder.
2. If the student was enrolled between 15-45 days, record pertinent information on the report card for that reporting period and include the card in the cum folder.
3. If the student was enrolled from 46-60 days on any report period, complete the card for that reporting period and include the card in the cum folder.

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