

STUDENTSATTENDANCESTUDENT TRANSFERSTransferring In

Students seeking admission to the District must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a good standing form from the school from which the student is transferring. In order to be admitted, the form must indicate that the student is not currently suspended or expelled.

The Building Principal shall make the class or grade level assignment, with input from other District employees when necessary, and may accept or reject the transferring school's recommendations.

The student should give the Building Principal all records, including the unofficial grade records, mathematics and language arts placement levels, health records, and the most current set of standardized test reports. If the student is unable to present the records, the student shall be admitted and the Building Principal shall request the records from the transferring school.

Placement/Credit of Private, Parochial or Home-Schooled Students

Any student who applies for enrollment in a District 76 school after attending a private, parochial or home-school shall receive the full cooperation and support services of the District and joint agreement personnel to maximize the educational, social, and emotional development of the student.

Private, parochial, or home-schooled students entering a District school shall meet the health examination and immunization requirements of Section 27-8.1 (8), of the School Code (105 ILCS 5/27-8.1 (1994)). Children who do not comply with this requirement will be excluded from school until compliance in accord with District policy and the School Code.

Before final placement of a private, parochial, or home-schooled students, a reviews team consisting of appropriate personnel will be assembled to review the student's past work/grades, administer tests, and evaluate results. The review team may conduct interviews with the student to be placed, his/her parent(s)/guardian(s), and/or the person(s) who provided the private, parochial, or home-school instruction. The review team may exercise wide discretion in determining what matters and materials are relevant to the determination of a student's credit and placement at the appropriate High School.

After considering all relevant materials, the review team will make recommendations regarding the grade level placement of the student. The review team's recommendation may be appealed to the District Superintendent. If agreement is not reached at the Superintendent level, the parent(s)/guardian(s) may appeal to the Board of Education whose decision will be final.

The District will accept the grades received for private, parochial, or home-schooled students for those classes and/or subjects meeting District requirements. The District will accept the grades received for private, parochial or home-schooled students for those classes and/or subjects meeting district requirements as determined by the review team. Credit for classes in religion will not be counted toward promotion or graduation. Grades received from private, parochial, or home-schooled students will be designated as such on the student's permanent record.

In order to qualify for awards, honors, class rank, scholarships, etc., a student must be enrolled and in full-time attendance for two full semesters prior to graduation. Grades received and verified from private, parochial, or home-schooled students will receive the same consideration as those earned at the District in the determination of awards, honors, class rank, scholarships, etc.

Before being promoted or graduated, a private, parochial, or home-schooled student will be required to meet District promotion and graduation requirements. Exemptions will be permitted in the physical education requirements according to School Code.

Transferring Out

Parent(s)/guardian(s) of a student transferring from the District should give the Building Principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

Within 10 days of a transfer notification, the Building Principal shall send to the District in which the student will or has enrolled, an unofficial record of the student's grades, current mathematics and language arts placement levels, health records, and most current standardized test reports. Within 10 days after the student has paid all outstanding fines and fees, the Principal shall mail an official transcript of the scholastic records.

The Building Principal shall complete a good standing form for any student transferring from the District, indicating whether or not the student is "in good standing," meaning that the student is not currently suspended or expelled and is entitled to attend classes. Within 10 days of a transfer notification, the Building Principal shall send to the District in which the student will or has enrolled, an unofficial record of the student's grades and the remainder of the student's school records.

Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

LEGAL REFERENCE: 105 ILCS 5/2-3.13a, 10/8.1, 5/27-8 *et seq.*
Family Education Rights and Privacy Act,
20 U.S.C. § 1232.
23 Ill. Admin. Code, § 375, Student Records,
and § 1.440.

Adopted September 1995, Amended June 1996, May 2000, March 2002