

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: TRANSFERS/WITHDRAWALS

Transfers

All transfers into the schools of the district shall be in accord with Policy 5111 Admission. Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of pupils or adult pupils transferring from the district shall notify the principal in a timely manner of their intention to leave the district.

Student records shall be transferred between Chief School Administrators within the time frame prescribed by law.

Withdrawals

The Board directs that whenever a pupil wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the district should be used to assist the pupil in reaching his/her career goals. No pupil under the age of 18 will be permitted to withdraw without the written consent of a parent/guardian. Pupils dropping out of school are encouraged to enroll in a general educational development program.

The administration shall keep figures on the number of dropouts and periodically report to the Board.

Dropout rates are to be compared with those available for other areas and the state as a whole, and used generally in curriculum evaluation.

The Superintendent shall develop procedures to implement this policy which:

- a. make counseling services available to any pupil who wishes to withdraw
- b. make every reasonable effort to satisfy the pupil's future educational needs
- c. help the pupil define his/her own educational life goals and help plan the realization of those goals
- d. inform the pupil of the high school equivalency and adult high school programs

- e. point out to the pupil the opportunities available in the armed forces
- f. ensure the timely return of all district-owned supplies and equipment in the possession of the pupil

Legal References:

N.J.S.A. 18A:7B-12 District of residence; determination
N.J.S.A. 18A:36-19a Newly enrolled students; records
and identification
N.J.S.A. 18A:36-25.1 Proof of child's identity required for
enrollment; transfer of record between districts
N.J.S.A. 18A:36B-1 et seq. Interdistrict Public School Choice Program
N.J.S.A. 18A:38-8 Duty to receive pupils from other Districts
N.J.A.C. 6A:12-3.2 Criteria to guide the Commissioner's approval of choice program
applications
N.J.A.C. 6A:23-5.2 Method of determining the district of Residence
N.J.A.C. 6A:32-8.2 School enrollment

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30,
2003

Cross References:

5111 Admission
5125 Pupil records
5131 Conduct/discipline
5131.5 Vandalism/violence
5141.3 Health examinations and immunizations

Approved: June 30, 1997
Revised: August 18, 2008