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# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

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Board of Education Policy 7-110

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## STUDENTS

### Student Transfers

#### Transfer into the District

Students seeking admission to the District shall satisfactorily meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by The School Code of Illinois and the District.

A transfer student may be referred by the Principal to a counselor for necessary testing and a recommendation for appropriate class or grade level assignment. It is within the authority of the Principal or designee to assign a student to a learning setting other than that recommended by the transferring school.

The District shall request that the student present his or her records, including the unofficial records of grades and current mathematics and language arts placement levels, health records and most current set of standardized test reports. The student's inability to present the records shall not prohibit his or her admission to the District.

The school district from which the student is transferring is responsible for sending the student's records within 10 school days of notice from the parent, guardian or New Trier High School Records Office.

#### Transfers after Suspensions or Expulsions

All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school from which a student is transferring, must serve the entire duration of the suspension or expulsion before being admitted to New Trier Township High School District.

Where the duration of the transferring student's suspension or expulsion is not indicated, New Trier Township High School District will determine the duration of the suspension or expulsion. Expulsions of indefinite duration shall not exceed two years from the date of the expulsion.

Parents may request a review of their child's expulsion from a transferring school only where:

1. the prior expulsion was issued by a private school, and
2. the prior expulsion was based on incidents or occurrences unrelated to the student's misconduct or disciplinary record or, alternatively, the prior expulsion was based on an offense not considered grounds for expulsion under the policies of New Trier Township High School District.

The request for such a review must be made to the Superintendent who may recommend to the Board of Education that the student be enrolled before the expiration of the expulsion.

Where an appropriate program is available, the District may, at its discretion, place the transfer student in an alternative program for the duration of the student's suspension or expulsion.

### **Transfer out of the District**

For students transferring from the District, the following procedures apply:

1. written notification by the student's parent/guardian to the Records Office;
2. payment of outstanding fees or fines;
3. signature of parent/guardian on the release form;
4. all school-owned property returned.

Parents/guardians shall be given the opportunity to review the student's temporary and permanent records.

Within 10 school days of notification that the student will be leaving the District, the following information concerning the student shall be sent to the district to which the student will transfer:

1. an unofficial record of the student's grades;
2. the student's current placement levels;
3. the student's health records;
4. the student's most current standardized test reports.

Records shall be transferred whether or not the student's fees and fines are paid.

Psychiatric and psychological reports received from other agencies, institutions and individuals will not be released without written permission from the parent/guardian or student.

**Legal References: Family Education Rights and Privacy Act, 20 U.S.C. 1232g**

**105 ILCS 5/2-3.13a 105 ILCS 10/1 et seq.**

**23 Ill. Admin. Code 226 and 375**

**Adopted: 7/20/94**

**Revised: 8/24/98**

**Revised: 7/15/02**

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