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TRANSFERS/ WITHDRAWALS

General

All transfers into the schools of the district shall be in accord with file code 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.

The chief school administrator shall ensure that the district complies with all requirements of federal law and the state department of education.

**Date:**

**First Review Date: October 10, 1989**

**First Reading: November 11, 1989**

**Second Reading and Adoption: December 20, 1989**

**Review Date: December 20, 2007; April 3, 2008**

**Revision and Adoption: April 14, 2008**

**Review Date: March 14, 2011 – No Changes**

**Review Date: February 4, 2017 – No Changes**

**Legal References:**

N.J.S.A. 18A:7B-12

N.J.S.A. 18A:36-19a

N.J.S.A. 18A:36-25.1

N.J.S.A. 18A:36B-1 et seq.

N.J.S.A. 18A:38-8

N.J.A.C. 6A:12-3.2

N.J.A.C. 6A:23-5.2

N.J.A.C. 6A:32-8.2

District of residence; determination

Newly enrolled students; records and identification

Proof of child's identity required for enrollment; transfer of record between districts

Inter-district Public School Choice Program

Duty to receive pupils from other districts

Criteria to guide the Commissioner's approval of choice program applications

Method of determining the district of Residence

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

**Possible  
Cross References:**

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

Key Words

Transfers, Persistently Dangerous Schools, Victims of Violent Crimes