

<b>Series</b>	<b>300</b>	<b>Instruction</b>
<b>Section</b>	<b>340</b>	<b>Educational Program</b>
<b>Policy</b>	<b>344.7</b>	<b>Transfer Students</b>

Student transfers will be accepted from a Wisconsin public school or private school recognized by the Department of Public Instruction. The student shall be placed in the appropriate grade level at the time of transfer.

Student transfers from a school outside of Wisconsin will be accepted if the school is accredited by one of the six regional accrediting agencies recognized by the United States Office of Education (USOE), or from a school that is part of a School District that includes at least one school accredited by one of the six regional accrediting agencies recognized by the USOE. The student shall be placed in the appropriate grade at the time of transfer.

In cases where a student transfers from a school that does not meet either criteria in above paragraphs one or two, placement shall be in accordance with established procedures.

If a transfer student's records are incomplete, or when screening for initial placement is necessary, the Principal may authorize a temporary grade placement to last no longer than three weeks, based upon the student's chronological age. Temporary placements may be extended for longer than three weeks only with the direct approval of the District Administrator.

Open Enrollment student transfers are handled in accordance with appropriate State Statute guidelines.

**Legal Reference: Wis. SS 118.165; 118.14; 118.51; 118.52; 119.23;**

**Cross Reference: 345.64; 344.6; 344.61 and Focus 10/98; 344.7P**

**Approved: 5/1993**

**Revised: 5/2002**

**Reviewed: 2004**