



Section: PUPILS
Title: STUDENT TRANSFER
Adopted: September 17, 1996
Revised: May 15, 2007

	206. STUDENT TRANSFER	
<p>Guidelines</p>	<p style="text-align: center;">CTC Back to Home School</p> <p>Students may request reassignment to the home school through the Guidance Counselor, who will contact the designated representatives of the home school or may make the request directly through the home school.</p> <p>Students who fail their Career and Technology Center program and place their graduation in jeopardy will be counseled concerning other placement either at the technical school or the home high school. If placement at the home high school is requested by the student, the Guidance Counselor will review this request.</p> <p>If a secondary student desires to withdraw from the CTC, the following guidelines apply:</p> <ol style="list-style-type: none"> 1. Discuss the request with the CTC counselor. 2. Home school counselor meets with the student to select home school courses (parents involved as necessary) and indicates approval by signing the appropriate form. 3. Signed form is returned to the CTC guidance office. The student must be free of any responsibility to his/her particular course area and to the school itself as determined by the course instructor, club advisor, first aid nurse and administration. The student must return in good condition or pay for any and all tools, books and materials which are loaned to him/her by the school. <p>A student may be transferred back to his/her home school at the end of the first year if the placement is deemed to be inappropriate.</p> <p style="text-align: center;">Home School To CTC</p> <p>A secondary student transferring into a sending school district from another school district will be accepted for enrollment in the Career and Technology Center anytime during the year providing the following criteria have been met.</p> <ol style="list-style-type: none"> 1. Transcripts are provided. 2. Students should have been enrolled in a recognized vocational program. 	

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	<p>3. The student must have a passing grade in the vocational subject.</p> <p>4. The student must be recommended for CTC admission by the counselor of the participating school district.</p> <p>5. Enrollment in a given program is subject to available space.</p> <p>Course Changes Within The CTC</p> <p>Course changes are considered and processed whenever necessary and possible. The CTC counselor will consider the following criteria in approving the request.</p> <ol style="list-style-type: none"> 1. If the career objectives can be better met through a different program, a change of course is permitted. 2. The student's aptitude and interest scores should indicate a probability for success in the desired course. 3. A request for a course change is permitted only on a space available basis. 4. The final approval for a course change is made at the discretion of the CTC school guidance, special populations and/or administration staff. <p>A student desiring a course change should:</p> <ol style="list-style-type: none"> 1. Talk with the CTC counselor about the opportunities available through the new course. 2. Talk to the instructor and obtain a recommendation. 3. Talk to a home school counselor and obtain the counselor's recommendation. 4. Have parents indicate approval. 5. The CTC administration will provide final approval through the counselor. <p style="text-align: center;"><i>Refer to Guidance Plan for "Pupil Entry, Withdrawal, Change Form"</i></p>	