

ASCENT ACADEMIES OF UTAH STUDENT TRANSFER NOTICE

To be completed by the legal guardian:

I, _____, the legal guardian of the student(s) listed below, hereby notify Ascent Academies of Utah of my intentions to transfer my student to: _____ in _____ District.

My student is transferring schools due to:

- Relocation
- Student's best interest
- Other: _____

Parent Signature _____ Date _____

Student Name: _____ Date of Birth _____

Student Name: _____ Date of Birth _____

Student Name: _____ Date of Birth _____

Student Name: _____ Date of Birth _____

All student files will be sent upon written request from the identified school or district.

PROCEDURES FOR ADMISSIONS SECRETARY

- Verify parent/guardian has successfully completed the Student Transfer Notice form.
- Provide parent/guardian with *Notice to Parents Regarding Un-enrollment of their Student from a Charter School*.
- Verify official **written** notification or an approved application for home schooling or distance education is received from the receiving school or district.
- Forward student's cumulative file with all pertinent information to receiving school. If official documentation from the receiving school is not received within a reasonable timeframe notify the neighborhood district of student's transfer.
- Un-enroll the student from the Student Information System with the appropriate exit code.
- Document the transfer of records.

For School Use Only – Transfer of Records Documentation

Date Sent: ____/____/____

of General Ed Files Transferred _____

of Special Education Files Transferred _____

Sent by: Ascent Academies of Utah _____ Campus Initials: _____