

BP 5118 TRANSFERS

Transfers into the District

Students who apply for admission to district schools will be placed at the grade level they have reached elsewhere pending observation and evaluation of their academic, social and emotional performance by their teachers, guidance personnel and the principal or designee.

Note: The grade placement of a newly enrolled student should be finalized as soon as possible in order to minimize disruption of the student's instructional program. The 15-day period specified below may be modified to reflect district practice.

Within 15 days of the student's enrollment, staff shall complete its observation and evaluation and the principal or designee shall determine the student's appropriate grade placement.

(cf. 5111 - Admission)

(cf. 5116 - School Attendance Boundaries)

(cf. 5119 – Children of Military Families)

(cf. 5141.31 - Immunizations)

(cf. 6146.3 - Reciprocity on Standards of Proficiency/Graduation Requirements)

Transfers out of the District

When a student transfers out of the district, a brief statement will be included in his/her permanent record showing the student's current level of performance according to the standards of the district. This statement will be appended to any permanent record sent to another school.

(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)

Students transferring or withdrawing from school shall return all school books and materials and settle any unpaid fines on or before their last day of attendance.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

Legal Reference:

ALASKA STATUTES

[14.03.080](#) *Free education*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.075](#) *High school graduation requirements*

Adopted 12/1996

Reviewed 3/2015

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Revised 1/2025

Craig City School District