

MEMORANDUM

July 30, 2009
JLD#001/2009-10
305-523-0901

TO: All Region Center II Principals

FROM: Jose L. Dotres, Region Superintendent
Region Center II



SUBJECT: STUDENT TRANSFER APPLICATION PROCEDURES FOR 2009-2010

The following procedures are to be adhered to when parents or legal guardians request a transfer application for the 2009-2010 school year:

- Parents or legal guardians must enroll their child in the school that serves their residence address before a request for transfer can be considered.
- A Student Transfer form (FM-3281) must be completed **at the school serving the home residence**, regardless of the school the student may currently be attending.
- Home school must **verify with photo ID** that the individual completing the Student Transfer form is the parent or legal guardian.
- The parent or guardian meets with the Principal or designee at the home school to discuss the reason for the transfer and to attempt to resolve any possible issues at that school site.
- The parent must obtain the signature on the student transfer form of the Principal or designee with whom the parent or guardian met.
- The Principal or designee's signature **does not denote approval or denial** of the request; it simply indicates that the signer has met with the parent and addressed parental concerns.
- The school must fax the signed Student Transfer application along with any supportive documentation to Region Center II at (305) 523-0942. The school will retain the original.
- Do **NOT** send parents to the Region Center II office to deliver the Student Transfer request.
- Region Center II will notify parents by telephone to inform them whether the Student Transfer request has been approved or denied.

Please share this information with your registrar, administrative staff, and designated clerical staff. If you have any questions, contact Ms. Spring Lite, Social Work Chairperson, Region Center II, at (305) 523-0944. Your cooperation is sincerely appreciated.

JLD/SRL

cc: Mr. Freddie Woodson
Region II Administrative Directors
Region II Instructional Supervisors
Region II School Social Work Chairperson