

**Transfers; Withdrawals**

Students who apply for initial admission to district schools will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel and the principal or designee.

Evaluation and observation to determine final grade placement of each newly enrolled student shall be completed within thirty (30) days of enrollment. The principal or designee shall determine the student's final grade placement.

The district shall accept for credit any coursework satisfactorily completed by students while detained in a juvenile court school or county or state-operated institution. Students successfully completing graduation requirements of the district while being detained shall receive a diploma of graduation from the school last attended in the district.

Students who are going to transfer or withdraw from school should bring a note from their parents/guardians indicating where they are moving, and, if possible, what school they plan to attend. By the day of clearance, students should have returned all school books and materials. Students should be certain that no fines remain against them at time of withdrawal. Transcripts and grades may be withheld from students who do not return school property which they have been lent.

*(cf. 5111 - Admission)*

*(cf. 5125 - Student Records; Confidentiality)*

*(cf. 5131.5 - Vandalism)*

*(cf. 5141.31 - Immunizations)*

*(cf. 6161.2 - Overdue, Damaged or Lost Instructional Materials)*

**Legal References:****EDUCATION CODE**

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| 48011   | Admission from kindergarten or other school;<br>minimum age |
| 48645.5 | Course credit re. juvenile court schools                    |
| 48904   | Withholding grades, diplomas or transcripts                 |