

REGULATION

BOARD OF EDUCATION ROSELAND

PUPILS
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Withdrawal From School (M)

5130R WITHDRAWAL FROM SCHOOL (M)

Every pupil in this district shall be encouraged to complete the program of instruction in which he/she is enrolled, in cooperation with school staff members.

A. Transferring Pupils

1. A parent(s) or legal guardian(s) who withdraws a pupil from this district shall be asked to designate the name and location of the school or school district in which he/she intends to enroll the pupil. The Principal shall be alert to the receipt of a request for records from that school district, for the purpose of implementing Policy No. 8462.

B. Parent(s) or legal guardian(s) Transfer Responsibilities

A parent(s) or legal guardian(s) who transfers a pupil, must:

1. Return all books and other school property to the appropriate school staff member, who shall give a proper receipt for returned items;
2. Clear any obligations for cafeteria accounts, materials or fines to the school library;
3. Pay any fines due for damaged or lost textbooks; and
4. Submit a properly authorized transfer form.

C. Records

1. The records of a pupil who transfers to another school will be sent to that school in accordance with Policy No. 8330.
2. The permanent records of a pupil who withdraws from school will be retained in accordance with Policy No. 8330.

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Revised:


