



Note: Administrative Transfers are only permitted in **very special and unique circumstances in order to address the critical educational needs of a student.** Primarily, school transfers are considered through Open Enrollment. (See Nebo School District Policy #JECB, Student Enrollment and School Transfer).
Please see reverse side for Administrative Transfer Guidelines.

SECTION 1: TO BE COMPLETED BY THE ADMINISTRATOR

Student's Name (Last, First, M.I.) _____

Address _____ City/State _____ Zip Code _____

Resident School/Program _____	Grade _____	School Program Requested _____	Grade _____
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Student ID No. or SSN _____	Date of Birth Mo _____ Day _____ Yr _____	Gender (Circle) Male _____ Female _____
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Parent's Name _____	Telephone Number Home: () _____ Mobile: () _____ Work: () _____
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Has the student ever been suspended or expelled from school? If yes, please explain:

Reason for requested transfer (attach additional sheets if necessary):

List special programs or services the student will need (ie. Special Education, Section 504, ESL, Health Care Plan, etc.):

If this is a secondary school transfer, does the student plan to participate in UHSAA athletics? ___ No ___ Yes If yes, please list the specific sports and attach a completed Nebo School District Athletic Participation Form:

If this is a secondary school transfer, does the student plan to participate in any extracurricular or cocurricular activities (ie. band, orchestra, choir, etc.)? ___ No ___ Yes If yes, please list the specific activities:

Additional Terms and Conditions:

SECTION 2: APPROVAL OF ADMINISTRATIVE PLACEMENT BY NEBO SCHOOL DISTRICT

FIRST APPROVAL: Receiving Principal Approved _____ Disapproved _____
 Signature _____ Date _____
 Comments: _____

SECOND APPROVAL: Resident Principal Approved _____ Disapproved _____
 Signature _____ Date _____
 Comments: _____

DISTRICT APPROVAL: Elementary/Secondary/ Special Education Director Approved _____ Disapproved _____
 Signature _____ Date _____

ADMINISTRATIVE TRANSFER GUIDELINES

1. Administrative Transfers are reserved only for students who reside within the district and are only permitted in very special and unique circumstances in order to address the critical educational needs of a student. Primarily, school transfers are considered through Open Enrollment.
2. Administrative Transfers are arranged at the discretion of the administration and are generally granted in situations when the student's specific educational needs cannot be adequately addressed at the student's resident school.
3. Administrative Transfers must be approved by both the receiving school and the resident school principals. The receiving principal may allow for provisional enrollment of the student and establish terms and conditions under which enrollment would be permitted or continued. A Provisional Enrollment Contract may be executed by both the student and parent/guardian consenting to maintain appropriate standards regarding grades, behavior, and attendance.
4. Administrative Transfers can be revoked at any time and should be reviewed annually.
5. Utah High School Activities Association eligibility guidelines must be met for students desiring to participate in high school athletics. The custodial parent/guardian must complete the Nebo School District Athletic Participation Form. In addition, UHSAA Transfer of Eligibility Forms may need to be completed. Administrative Transfers do not guarantee athletic eligibility, and in fact, a transfer may adversely affect the student's eligibility to participate in athletics sanctioned by UHSAA. For further information, please refer to Nebo School District Policy #JECBA, Student Eligibility for Participation in Extracurricular Activities and Athletic Transfer. A copy of the policy may be obtained from the school or the district office. The policy is also available on-line at www.nebo.edu.
5. For further information concerning Administrative Transfers, please refer to Nebo School District Policy #JECB, Student Enrollment and School Transfer. A copy of the policy may be obtained from the school or the district office. The policy is also available on-line at www.nebo.edu.
6. The original Administrative Transfer Form and Provisional Enrollment Contract shall be submitted to either the Director of Elementary Education, Secondary Education, or Special Education, as applicable, for approval. A copy of these forms shall also be maintained at the receiving and resident schools.