

SCHOOL ADMISSIONS: TRANSFER STUDENTS

Section J: Students	File: JFABC
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Pursuant to G.L. c. 71 para 37L, a **student** who wishes to transfer into the Newburyport Public Schools **must provide the District with a complete school record in order to enroll or re-enroll in the District. The complete school record must be received prior to the student's enrollment taking effect.** The complete school record for a student may be submitted by the student, the parent(s) or guardian(s), social worker or similar professional working with the student and/or the sending school district. In order to clarify what constitutes a complete school record, and thus, to assist the sending school district, parent(s) or guardian(s), and/or student in meeting this requirement in a timely fashion, the complete school record is defined as:

FOR ALL STUDENTS:

- Proof of residency - utility bill, certificate of occupancy or copy of lease/rental agreement (to be copied and placed in file)
- Grade Transcript for all school years
- Health Record
- Inoculation Record, if separate
- Discipline Record including any court involvement
- Attendance Record
- All Standardized Assessment Testing results
- Guidance Record including Permanent and Temporary Record
- Birth Certificate*- if country of birth is other than U.S., a copy of visa or permanent residency card
- Teacher Anecdotal Record(s)
- Medicaid Card, if applicable*

FOR SPECIAL EDUCATION CHILDREN, ALL THE ABOVE AND:

- Copy of complete Special Education file
- Current Individualized Educational Plan
- Current Team Assessments including psychological, educational, speech therapy, occupational therapy, physical therapy evaluations (if applicable)
- Educational Advocate Assignment authorization by DOE*, if applicable

FOR FOSTER CHILDREN, ALL OF THE ABOVE AND:

- Agency Service Plan including supplement*
- Signed Agreement with sending school for Chapter 766 paragraph 202.1(d) bill-back students*

If any of the foregoing documents are not in the sending school district's files on the student, then such a document will not be required as part of the complete school record. However, the Newburyport Public Schools may request that the parent(s), or guardian(s), the student and/or social worker or other professional working with the student obtain and submit a copy of such record if it exists.

The District reserves the right to refrain from enforcing this policy if a building principal or central office administrator determines that particular documents are not readily available and it is in the best interest of the student wishing to enroll or reenroll to proceed with enrollment while awaiting the document(s).

All parents of Newburyport Public Schools students will be notified that, when a student transfers to another school district, and the receiving school district requests the complete school record for that student, the District will send to the receiving school district the complete record, as defined above, for that student, unless the District is on notice that the receiving school district defines the complete school record differently. Such notice to

parents shall be provided in a handbook, an amendment to the handbook, or in general letter form provided to parents each year.

References:

Source: MASC

LEGAL REFS.:

M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26.00

CROSS REF.:

JLCA, Physical Examination of Students

JLCB, Inoculations of Students

JFBB, School Choice

JFABD, Homeless Students: Enrollment Rights and Services

Version Control

Action	Date
First Reading	6/5/2017
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