Classroom Transfer Policy & Procedure

Philosophy

Parents of students at Renaissance Academy are able to request classroom transfer by completing a Classroom Transfer Form. Classroom Transfer forms will be available year round, but can only be granted when an opening is available.

Teachers may initiate a transfer, with parental permission, if they deem necessary. Parents may complete a Classroom Transfer Form, which would take effect when there is an opening in the new class.

Standards

The guidelines for such a transfer are:

- Set-up and conduct a conflict resolution meeting between parent(s), teacher(s) and administrator. (Include student when appropriate.)
- Place student at the top of the waiting list for the other classroom. When an opening occurs within previously stated guidelines, fill it with this student.
- Fill the remaining opening in the other classroom with the next student on the waiting list.
- Update class list and fill out all forms pertaining to the situation.
- If there are more requests for available positions in certain classrooms, the Classroom Transfer Requests shall be dated as received and entered on first come, first serve basis as openings occur. Note: If a parent is interested in a mid-year classroom transfer, the parent must follow the Classroom Transfer Policy.