

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.*