

## **Students**

### **Transfer/Withdrawal of Students**

#### **Definitions**

**Transfer** A student moves from one school to another school. The student's educational program is not interrupted except for the relocation in the transfer.

**Withdrawal** A student that has reached the age of 16 may with their parent's permission, or upon his own at the age of majority, withdraw from school and no longer be subject to the state statute requiring attendance at school. The educational program of the student ceases.

#### **Transfer**

When a student transfers from the Thomaston Public Schools, he/she shall complete a transfer card and a form authorizing the release of records to the receiving school. Copies of the material in the cumulative folder will be forwarded to the receiving school. Copies of the material in the cumulative folder will be forwarded to the receiving school under separate cover using the United States mail. The parent/student may be given copies marked unofficial at the time they transfer and may hand carry the unofficial records to the receiving school.

#### **Withdrawal**

When a student indicates that they plan to withdraw from school, an exit conference shall be scheduled by the guidance counselor with the exiting student. When the student elects the option of withdrawal from school, a withdrawal form will be completed which will require the parent's signature for students under 18 years of age, and/or the student's signature if of the age of majority. If, the student is no longer in school and any reasonable effort up to and including a registered letter, return receipt requested has been made to contact the student and/or parents, then a withdrawal form will be completed by the school with a notation that the student has withdrawn. In all cases where a student who withdraws from school, and remains a resident of Thomaston, a copy of the withdrawal form will be forwarded to the Adult Education Program of the Thomaston Public Schools of the office of the Superintendent of Schools.

If the withdrawing student is a special education student with a current individual educational plan, an exit PPT shall be scheduled, if in the judgment of the members of the PPT that no other alternative is available to the student and which the student and/or parents would accept, then the PPT will formally terminate his I.E.P. and his cumulative folder so noted. Wherever possible, the special education student shall be informed in writing that the Board of Education of Thomaston retains its responsibility to provide an educational program for them as long as they are a resident of Thomaston until the age of 21.

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#### Withdrawal (continued)

At the end of the school year the cumulative files will be retained of all students who have transferred or withdrawn during the year and will be forwarded to the office of the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-4a Education interests of state defined, as amended by PA 97-290 AN Act Enhancing Education Choices and Opportunities

10-226a Pupils of racial minorities

10-226b Existence of racial imbalance

10-226c Plan to correct imbalance

10-226d Approval of plan by State Board

10-266aa Statewide interdistrict public school attendance program, as amended by P.A. 99-289, AN Act Concerning School and Interdistrict Programs, June Special Choice Session PA 01-1 and PA 03-168

20 U.S.C. - No Child Left Behind Act, P.L. 107-110, Section 1116.

No Child Left Behind Act, P.L. 107-110 – Title IX, Section 9532

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, P.L. 107-110, 42 U.S.C. §11431-11435

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THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut