

TRANSFERS/WITHDRAWALS/LATE ADMISSION

Students transferring to CCA must satisfy all admission requirements of **BP5100(a)(b)**, before final approval is given.

All students in grades 9-12 (high school) transferring to CCA from a public, private, or home school must:

1. Meet with the school's academic advisor and/or the school's administration prior to enrollment to determine what, if any, of the student's current course of study is transferable. Enrollment may be denied if the student does not have or will not have the required minimal graduation requirements by the end of his/her senior year.
2. Have some form of records (grades, course of study, transcripts, health records, etc.) indicating the student's prior academic progress.
3. Be enrolled with the school for a minimum of two years before a high school diploma is conferred upon the student unless otherwise approved by the school principal and/or board.

If a student expects to transfer from CCA to another school, the parent or guardian should notify the CCA either by written notice or by phone before the student expects to leave.

All financial obligations are to be met before the student transfers. All required documents (i.e., attendance sheets, report cards, etc.) must be submitted to the school before the transfer takes place. If the parent/teacher fails to submit required documents, student cums will be sent to the requesting school as is. Grades given to a student when he/she transfers are grades to the date of leaving and are not final.

Transfers or class changes within the school shall only take place with the approval of the school principal or his/her designee when in their judgement the transfer is in the best interest of all concerned. Requests for class transfers may be made by the parent or teacher.

Late Admission

To obtain full credit for the year's course work, the parent must be able to prove to the satisfaction of the school board that the student will be able to comply with the 175 day teaching policy (**BP5231**).

This late admissions policy may not apply to students who have been enrolled in another school (public or private), ISP, or home school program and who transfer immediately to CCA. Late admissions are subject to Board approval.

TRANSFERS/WITHDRAWALS/LATE ADMISSION (Continued)

Students who were enrolled in another school (public or private), ISP, or home school program the previous semester and who have “excused absences” shall fall under CCA’s policies and regulations for absences (**BP 5240b**).

Policy adopted: January 14, 1999
Revised: September 9, 1999