

STUDENTS

5114.D

TRANSFER OF STUDENTS

When a student leaves a school in the diocese and transfers to another school, parents are required to complete a withdrawal form for the student. A withdrawal form is not required when a student completes the highest grade in a school and moves on to another school.

Upon receipt of the request for records from another school, the student's records are to be forwarded. These records include the student's disciplinary record. In accord with current Pennsylvania law, the transfer of discipline records is to be within 10 days of the receipt of the request.

The student's academic record may be withheld for the satisfaction of financial or other obligations, provided a school adopts this requirement as a school policy. All other student records are forwarded upon request.

Policy
Adopted: July 1, 2009

KCR/Bishop of Harrisburg