



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Administrative Transfer of Students
Policy Number:	JECC-TCA
Original Date:	10/20/2010
Last Reviewed:	12/10/2021
Category:	Students
Author:	Registrar
Approval:	Director of Academic Services

## **INTRODUCTION**

The Administrative Transfer process is for moving a currently enrolled TCA student from one TCA campus or program to another; or if the student resides in-district, to an Academy School District 20 school, during the current school year for educational programming needs or safety reasons only. Administrative transfers are not intended to accommodate those students who failed to request an Intercampus Transfer (JFABC-C-TCA) during the open window period of the previous school year or whose request was denied. Administrative Transfer requests to at capacity schools/programs/grade levels/classes will not be considered.

Both principals must approve the Administrative Transfer request. If both principals approve the administrative transfer request, the parent will return the approval form signed by both principals to the TCA Registrar. If the principals involved agree that the transfer is not necessary, the process ends. However, if the principals cannot agree, they shall appeal to the Director of Academic Services. The decision of the Director of Academic Services is final. The principal of the school in which the student is currently enrolled shall notify the applicant of the decision.

In addition, Administrative Transfers may be initiated by the Director of Academic Services. Administrative Transfers shall not be granted during the first five school days of the year and will be limited during the October Count window to transfers for safety reasons.

If an Administrative Transfer is approved, the new school becomes the assigned school for that student. In the event an administrative transfer is requested by a resident student to an ASD20 school, the principal must follow the procedure outlined in ASD20 policy JECC-R.

This TCA Policy replaces ASD20 Policy JECC.

### **Legal References**

C.R.S. 22-36-101(2)

### **Cross References**

JG-TCA: Enrollment and Placement

JFABC-C-TCA: Intercampus Transfer Policy

ASD20 Policy JECC-R: Administrative Transfer of Students Procedure

## **Policy Revision History**

<b><i>Date</i></b>	<b><i>Revision Details</i></b>	<b><i>Revised By</i></b>
10/20/2010	Creation of policy	Registrar
3/18/2013	Reformatted policy into new template. Completed annual review.	Registrar
3/8/2016	Completed annual review. Edited wording.	Registrar
12/10/2021	Add educational programming language and update president to DAS. Reference to ASD20 JECC-R policy added.	Registrar