

# Transfer-Out Procedures

If you wish to transfer from Raby to another high school, please follow the procedures below:

## Parent/Guardian:

1. Obtain copy of unofficial transcript from Counselor:
  - a. Freshmen/Sophomores – Ms. Triplett, Room 106
  - b. Juniors/Seniors – Ms. Cannon, Room 104
2. Obtain copy of debt slip from Ms. Knight Room 102.
3. Submit payment and obtain receipt of payment to Ms. Knight, room 102.
4. Set an appointment with Mr. Schwartz to discuss reason for transfer
5. Submit unofficial transcript to new school.
6. Obtain copy of acceptance letter from new school along with a list of documents needed to enroll student.
7. Complete **Request for Transfer Form** and leave with Main Office or Counselor:
  - a. Freshmen/Sophomores – Ms. Triplett, Rm. 106
  - b. Juniors/Seniors – Ms. Cannon, Rm. 104
8. Submit copy of acceptance letter and list of enrollment documents with **Request for Transfer Form**.
9. Set appointment to meet with counselor if picking up transfer documents. There is a processing time of 48 hours required after submitting **Transfer Request Form**

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average	B			
Attendance:	Present	48		
	Absent	0		
	Tardy	1		
<small>A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement            U = Unsatisfactory • I = Insufficient / Incomplete</small>				
Student:		Grade:		Year:



Femi Skanes  
Principal

Holly Dacres  
Assistant Principal

**Request for Transfer Form**

Student's Name:

\_\_\_\_\_ *Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle*

CPS ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Name of person requesting transfer:

\_\_\_\_\_ *Last* \_\_\_\_\_ *First*

Relationship to Student: \_\_\_\_\_ Are you student's legal guardian?  yes  no

**Documents needed (please check all that are needed):** **NAME OF NEW SCHOOL** \_\_\_\_\_

- Official Transcript
- Unofficial Transcript
- Medical (please specify): \_\_\_\_\_
- Attendance Report
- Discipline Report
- IEP/504
- Withdrawal/Drop Form
- Other: \_\_\_\_\_

**Please provide *reason* for transfer by checking the appropriate box below:**

**Moving**

Name of New School: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Have you been accepted? \_\_\_\_\_

**Dissatisfied with school**

Please specify your dissatisfaction: \_\_\_\_\_

\_\_\_\_\_

**Other Reason**

Please specify your reason for transferring: \_\_\_\_\_

\_\_\_\_\_

**OVER PLEASE ►►►**

**\*Please select delivery option:**

- Pick-up**       **Fax to:**

<b>Name</b>	<b>Title</b>
<b>Fax Number</b>	

**\*Please note:**

- ❖ Accounts must be at a \$0 balance for issuing transfer documents to family or school
- ❖ A letter of acceptance must be submitted before the student is transferred from Al Raby
- ❖ Transfer documents will be processed within 48 hours after submission of this Request for Transfer Form
- ❖ Transfer documents will NOT be available on the day of the request

**Please supply the following contact information:**

Parent/Guardian's:

<i>Home Telephone Number</i>	<i>Cell Phone Number</i>
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<i>Alternate Telephone Number</i>
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<i>Email address</i>
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<i>Parent/Guardian's Signature</i>	<i>Date</i>
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**For Office Use Only**

<b>Account Balance:</b>		<b>Paid on:</b>	
<b>Documents completed on:</b>		<b>Documents delivered on:</b>	
<b>Acceptance Letter:</b>	<input type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>	<b>Removed from IMPACT on:</b>	
<b>Permanent Record Mailed on:</b>		<b>Mailed to:</b>	<hr/> <hr/> <hr/>