

NOTIFICATION OF TRANSFER AND REQUEST FOR RECORDS

ATTENTION: The student listed below has been accepted for enrollment in Promontory School of Expeditionary Learning.

Student Name: _____ **Birthdate:** _____

Parent / Legal Guardian Name: _____

Signature: _____ **Date:** _____

The child's parent and/or guardian is required, by law (Code 53A-1A), to notify the child's current school that their child is leaving and will be attending Promontory School of Expeditionary Learning.

Prior to enrollment into Promontory School of Expeditionary Learning, parents must have their child's previous school sign below indicating notification of withdrawal/transfer has been given to their child's current school.

Current School*: _____

** (For Kindergarteners, "Current School" refers to the public school your child would have attended.)*

District of Residence: _____

School District/Charter School Signature:** _____

Signing Employee's Title: _____ **Date:** _____

*** (Signature indicates acknowledgement of withdrawal/transfer from your school or district: pursuant to Utah State Code 53A-1A 506.5 (2))*

We request the current school make a copy of this form for their records and send the following records to Promontory Administration to complete the transfer of this student:

1. Birth Certificate.
2. Immunization Record.
3. Discipline Records.
4. Test Scores/Results.
5. IEP and Associated Testing (where applicable).
6. 504 Plan (where applicable).
7. Any other Records in the Cumulative File.

Please send the requested information to:

**Promontory School of Expeditionary Learning
1051 W 2700 S
Perry, UT 84302**

Thank you for your cooperation,
Promontory School of Expeditionary Learning
Phone: 435-919-1900
Fax: 435-919-1902