



PROMONTORY

school of expeditionary learning

TRANSFER AND WITHDRAWAL POLICY

Student transfers between Utah's public charter schools and school districts are governed by Utah State Law. See Utah Code § 53A-1a-506.5 and Utah Admin. Rule R277-472.

Transferring to Promontory

If a student has been offered a position at Promontory and wishes to accept, the student's parent must complete the *Notification of Transfer and Request for Records Form*, obtain the required signature from the student's current school, and submit it to Promontory administration before the deadline provided in the student's registration packet.

Withdrawing from Promontory

If a student is enrolled at Promontory and the parent wishes to withdraw the student from Promontory for enrollment in another school, the student's parent must complete the [*Notification of Intent to Withdraw Form*](#) and submit it to Promontory Administration in order to complete the withdrawal of the student.

Specifically, Utah law states that parents are to provide notice by June 30th of their intent to withdraw from a charter school and enroll in another school (either a district school or another charter school) for the following year. If the parent applies for admission to their school district of residence for the following year before June 30th, the school district must accept the student into the student's school of residence.

If a parent wants to withdraw a student from Promontory School **after June 30th or during the school year**, state law requires the parent to first go to the school district or other charter school and obtain a letter of acceptance for enrollment in the new school. The parent then needs to give the charter school a copy of that letter of acceptance. Also, in this situation, the local school district is not required to accept the student into their school of residence if the parent did not notify the district before June 30th. The district is only required to accept the student into a school in the district that has "adequate capacity".

Student records will be released as soon as all appropriate paperwork is completed.