



MEMO

To: Catholic School Principals and Administrative Assistants
From: Holly Goodwin, Superintendent of Catholic Education
Date: March 10, 2011
Re: Mid-Year Student Transfers

At the Principals Leadership Meeting on Feb. 16, 2011, it was agreed upon that when families within the Catholic School System decide to enroll in a different Catholic School after the start of the academic year, the staff at the new school will follow the process outlined below

1. After a family has submitted an Intent to Enroll Form, give them a check list of steps they need to complete in order to be transferred to a new school (including alerting the principal of their current school of their decision to switch). Let them know that you will be contacting their current principal over the next few days.
2. Contact the Principal of the former school to discuss relevant information.
3. Verify that all financial obligations have been met at the former school.
4. Obtain consent form from family regarding the transfer of grades from the current school to the new school.
5. Complete the Student Transfer Form (including signatures from both principals) and send it to the Superintendent's Office. Once this form is received the student will be transferred to the new school on the effective date listed.

If you are experiencing a situation where groups of families from one school are looking to transfer, alert the Superintendent to the situation, and the Superintendent will contact the principal of their current school.