

STUDENT TRANSFERS

P5106

When a student transfers from the Westford Public Schools before the end of the school year, the school department will furnish a transfer card to the Superintendent's office of the receiving community only after:

1. The student's parent/legal guardian or a student of legal age contacts the school office and gives written authorization to provide transfer information.
2. The student and/or parent/legal guardian returns all books and school property.
3. The student and/or parent/legal guardian satisfies all financial obligations.

Additional pupil information will be furnished to the receiving school upon written request by the parent/legal guardian or by the student of legal age.

Massachusetts General Law References:

M.G.L. 76:13 – Transfer Cards

Policy Adopted: April 9, 2001

Policy Reviewed:

Policy Revised:

WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886