



Merit Preparatory Academy

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MERIT PREPARATORY ACADEMY TRANSFER STUDENTS POLICY

The following policy will be followed when a student withdraws from Merit Preparatory Academy:

1. Students/parents will sign a transfer form and indicate where they are attending.
2. When a student is withdrawn, they are coded accordingly (It is usually TS for transfer within state or TH transfer to homeschool)
3. Documentation is placed in the file: the signed withdrawal sheet, the records request when it is received from the new school, or in the case of a 10-day drop, the 10-day drop letter.

Revised 6/23/20

Board Approved: