



ADMINISTRATIVE PROCEDURE 6233
IN-DISTRICT TRANSFER –
20 DAYS OR LESS REMAINING IN SEMESTER

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to a student transfer within the last 20 days of the semester.

PROCEDURE

1. This Administrative Procedure deals with the student who wishes to change schools with twenty (20) or fewer school days left in a semester.
2. It is in the student's best interest to remain in his/her original school until the end of the semester, consequently the student wishing to change schools within Washoe County School District (WCSD) must remain in the original school to complete the semester and take final exams. No credit will be awarded by the Washoe County high school until all school work is completed and the final exam is taken.
3. Students intending to transfer to a new WCSD high school should contact the new school prior to the end of the semester to obtain an enrollment packet and discuss course selections with a counselor, but may not begin classes in the new school within WCSD until the new semester begins.
4. If circumstances exist that prohibit the student from waiting until the end of the semester to transfer, the student may appeal to the principal of the school the student is leaving. The principal (or designee) of the sending school may confer with the principal (or designee) of the receiving school to determine if a transfer can be made in the best interest of the student.
5. Please Note:
 - a. This would particularly be important if the student has no way to get to the sending high school after the family has moved.
 - b. It would be better for the student to earn credit by taking finals at the new school and using transfer grades than not to earn credit at all because the student cannot return to the sending high school to take finals.
 - c. Students who have taken the entire course, but miss the final and therefore fail the course may under NAC 389.670 take a mastery exam to recover the credit.

6. See Administrative Procedure XXXX, Transcript Evaluation, for students attempting to transfer into Washoe County School District high school from home school, charter school, the Newcomers Center, and students from a school outside of Washoe County (see Administrative Procedure XXXX, Transcript Evaluation.)
7. Students who move to a school outside of Washoe Country with twenty or fewer days left in the WCSD semester may receive credit for the semester from the new school, depending upon its policies **or** complete work and take finals from the original WCSD high school and receive credit from Washoe County School District. No credit will be awarded by a Washoe County high school until all school work is completed and the final exam is taken. A student may not receive credit from both high schools for the same semester. Final exams may be sent to an administrator or counselor at the out-of-county high school and returned to the original high school for grading. The district math final will not be sent out-of-county; an alternative final created by the math teacher will be used as a substitute. No finals may be taken early.
8. Requests for finals must be made within one week after the end of the WCSD semester. The WCSD high school must have received all make-up work and the completed finals for each course within three weeks after the beginning of the next semester or the course grade becomes an "F" and no credit will be awarded. All Washoe County School District high school grades are final three weeks after report cards are issued.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to provide consistency when students move within the last 20 days of the semester.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Administrative Code 389.670, Credit for specific course without attending classes.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
02/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised: converted to Administrative Procedure