



IN-SCHOOL GRADE TRANSFER POLICY

Purpose

This policy outlines procedures for current Bonneville Academy students requesting a transfer to a different grade level within the school. Transfers are considered based on educational appropriateness, student needs, and space availability, and are subject to school policies and state charter guidelines.

1. General Guidelines

- Requests for in-school grade transfers must be submitted in writing by the parent/guardian.
- The school administration will evaluate the request on a case-by-case basis.
- Considerations include academic performance, social/emotional readiness, teacher input, and available space.

2. Review and Approval Process

- All transfer decisions are made by the school administration.
- The Board of Directors may review a case only in exceptional circumstances or upon appeal.
- Parents/guardians will be notified in writing of the decision and any applicable next steps.

3. Waitlist and Transfer Limitations

- If the requested grade level is full, the student may be placed on the internal waitlist according to the school's approved enrollment policy.
- If a student is transferred multiple times and continues to request additional changes, they may be moved to the bottom of the sibling waitlist to preserve equity and space allocation.

4. Documentation and Recordkeeping

- All decisions and communications related to transfers will be documented and retained in the student's official file.
- Copies of the final decision will be provided to the family upon request.

5. Policy Compliance

This policy complies with Utah Code § 53G-6-503 and § 53G-5-404, and reflects best practices for charter school enrollment and student placement procedures.

