**Transfer Notification**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO: Education Rights Holder:

Address:

RE: Name of Student: Date of Birth:

Dear Education Rights Holder:

We are contacting you about the above named student because the student has been recommended for voluntary transfer to a continuation school. The above named student is experiencing the following areas of concern in school:

Credit Deficiency: student has completed \_\_\_\_ credits and needs \_\_\_\_ credits to graduate  
 Poor Attendance: student has missed: \_\_\_\_  school days/ periods this:  semester/ school year  
 Behavioral Challenges: student is demonstrating the following behavioral challenges: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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 Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

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Due to these areas of concern, the student is being recommended for voluntary placement at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a continuation school. It is your right under the law to receive a copy of the district’s policy for voluntary transfers to continuation schools. Cal. Educ. Code § 48432.3(b)(3). The district’s policy for voluntary transfers to continuation schools is enclosed here for your reference.

As the student’s Education Rights Holder, you have the responsibility to determine whether it is in the student’s best education interests to remain in his/her current school or transfer to a continuation school. You have the right to discuss whether a voluntary transfer to a continuation school is appropriate for the student with school officials from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of current school], and with officials from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of continuation school], the continuation school being recommended for the student. Cal. Educ. Code § 48432.3(b)(5).

We have scheduled a meeting for \_\_\_\_\_\_\_\_\_\_\_\_. Please contact \_\_\_\_\_\_\_\_\_\_\_ at: \_\_\_\_ \_\_\_\_\_\_ to let us know if you can attend this meeting, or if you would like to reschedule the meeting at a time that is convenient to you. You may also invite anyone else you feel would have information relevant to this conversation (e.g., the child’s social worker, probation officer, therapist, clergy, caregiver, etc.) to discuss the pros and cons of the recommended voluntary transfer and whether you think it is in the student’s best interest to continue attending their current school or transfer to a continuation school.

We look forward to working with you.

Thank you,