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ANNUAL CONFERENCES REGARDING TRANSFER OF STUDENTS FROM SENDING SCHOOLS (ARTICULATION)

As a part of the process in bringing about continuity in the case of students transferring from elementary to middle school and from middle school to high school, annual conferences are scheduled between the sending and receiving schools. Knowledge of student achievement, special education status, 504 status, health status, and personal adjustment is essential for effective personal guidance and appropriate class placement.

1. It is required that personnel from the areas of administration, school counseling, and nursing from both schools be involved in meeting together for a sharing of this information. In selected cases, it is advisable to request the participation of pupil personnel workers, school psychologists, and/or school social workers at these meetings.

2. Special education personnel are also to arrange articulation meetings to discuss the transfer of students with IEPs.

3. Responsibility for scheduling the conference should be determined by the receiving school. The receiving school principal/or designee is responsible for scheduling the conference.

4. The principal/or designee of the sending school is responsible for the transfer of school records and should be comply with Student Records Policy 5230 and Rule 5230.

Revised 1978
Revised 1987
Revised 1996
Revised 1997
Revised 5/99
Revised 12/05