

## **Student Transfer Policy**

Newly admitted, first year students will be required to remain at Dauphin County Technical School for the first marking period of the school year, unless the Dauphin County Technical School is notified prior to July 1<sup>st</sup> to rescind the student's application. A first year student may request reassignment to the home school, at the completion of the first marking period, through the Dauphin County Technical School Guidance Office, who will contact the designated representatives of the home school. Transfers other than first year students will be handled on a case by case basis.

At the start of the tenth week of school, students will not be permitted to return to their home schools except for extreme cases, which will be addressed, on an individual basis.

Students who do not wish to return after completing one or more years must initiate a request for reassignment to the home school by July 1st. This request must be cleared through the Dauphin County Technical School Guidance Office who will notify the designated representatives of the home school.

The participating district has no responsibility to accept a student who has violated Dauphin County Technical School policy and is under suspension or expulsion. The Joint Operating Committee will carry out all expulsion hearings regardless of the enrollment status of the student.

### **Release of Information**

I give permission to have my son's/daughter's records released to Dauphin County Technical School.

### **Placement Testing**

Dauphin County Technical School will require incoming students to take a placement test after being accepted at DCTS.

We have read and understand the above statements concerning student transfers, release of information, and placement testing.

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Signature of Student

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Signature of Parent