



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Intercampus Transfer Policy
Policy Number:	JFABC-C-TCA
Original Date:	1/4/2005
Last Reviewed:	10/11/2023
Category:	Students
Author:	Registrar
Approval:	Director of Academic Services

INTRODUCTION

The transfer request form is available on The Classical Academy (TCA) website each year from November until May. Parents may request a different traditional elementary campus for their student(s) for the upcoming school year. All requests are discarded after campus assignments are processed and approved or denied. Once the transfer window (November-May) is closed, transfer requests will not be accepted until the next school year. Currently enrolled students must utilize this process to transfer between campuses and cannot withdraw and re-waitlist to bypass this policy. This process does not apply to a program change; students must follow the waitlist and enrollment processes to change programs (*JFB-TCA: Waitlist, JG-TCA: Enrollment and Placement*).

Campuses are reviewed for seat availability and administrative capabilities at each grade level. Requests are then prioritized based on standard waitlist priorities with ASD20 resident students receiving priority over non-resident students within each category:

- ❖ Qualifying staff child
- ❖ Sibling of currently enrolled traditional student at the selected campus
- ❖ Child has no siblings enrolled

Cross References

JG-TCA: Enrollment and Placement

JFB-TCA: Waitlist

Policy Revision History

<i>Date</i>	<i>Revision Details</i>	<i>Revised By</i>
1/4/2005	Creation of policy	
2/15/2013	Reformatted policy into new template. Completed annual review.	Registrar
4/3/2013	Edited wording.	Registrar
2/10/2015	Edited wording. Completed annual review.	Registrar
12/10/2021	Updated to reflect current process and procedure.	Registrar
10/11/2023	Clarified transfer vs. enrollment policies requirements.	Registrar