

## Thomas Edison EnergySmart Charter School Transfer Policy

### Transfers within New Jersey

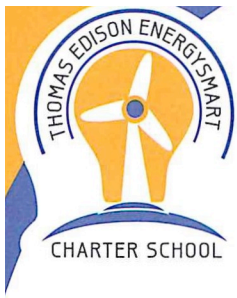
If you intend to withdraw your student from TEECS, please complete the following form available at this link: <https://goo.gl/forms/EUd1ljxu3yosBjgF2>

This information is needed to prepare the transfer card, which your new school, if within New Jersey, will require to register. Please complete separate forms for siblings. Transfer cards will be emailed, both to the parent and new school district, if within the State of New Jersey.

If your student is transferring out at the end of the academic year, the transfer card will be dated for the last day of school and emailed after the school year has been completed.

Please note that we will not be able to release school records to the new school until all account balances are settled in full and TEECS property is returned, including the student's chromebook.

\*\*\*If the Transfer Card Form is not completed but written communication (e-mail or otherwise) is received indicating the student will transfer or if a record request from a new school is received, this will serve as official notice of your intent to transfer to a new school and your student will be withdrawn from TEECS.



## Thomas Edison EnergySmart Charter School Transfer Policy

### Transfers Outside New Jersey

If you intend to withdraw your student from TEECS, please complete the following form available at this link: <https://goo.gl/forms/EUd1ljxu3yosBjgF2>

While the transfer card is not necessary for transfers outside New Jersey, we ask that you fill out the Transfer Card Request Form for our records. This information will also assist us in preparing for record requests. Transfer cards will be emailed to the parent for their records.

If your student is transferring out at the end of the academic year, the transfer card will be dated for the last day of school and emailed after the school year has been completed.

Please note that we will not be able to release school records to the new school until all account balances are settled in full and TEECS property is returned, including the student's chromebook.

\*\*\*If the Transfer Card Form is not completed but written communication (e-mail or otherwise) is received indicating the student will transfer or if a record request from a new school is received, this will serve as official notice of your intent to transfer to a new school and your student will be withdrawn from TEECS.