



**Farmington**  
PUBLIC SCHOOLS  
**ADMINISTRATIVE GUIDELINES**

**For**

**ADMINISTRATIVE TRANSFERS OF STUDENTS**

1. Administrative transfers are **initiated at the building level** by the home school building administrator. Consultation with the parent(s)/guardian(s) and appropriate staff (i.e. classroom teacher, counselor, social worker, special education, outside therapists) **must precede** the submission of the transfer request to Central Office. Request for approval of the transfer must be submitted on the “*Administrative Transfer Form*” to the Assistant Superintendent of Diversity, Equity and Inclusion. Administrative transfers are only made for rare and compelling reasons which are in the best interest of the student, not as an alternative to the School of Choice option. Therefore, the reason **may not** be merely a preference for a particular school building or the request will not meet the qualifications for an administrative transfer.
2. Recommendations for an Administrative Transfer should include the following information, as appropriate to the situation:
  - a. Compelling reason for the transfer request
  - b. Academic History
  - c. Social History
  - d. Medical (if needed)
  - e. Psychological (if needed)
  - f. Behavioral / Student Discipline
  - g. Interventions utilized, if appropriate
  - h. Special Education needs, if appropriate
3. Following receipt of the request, the Assistant Superintendent of Diversity, Equity and Inclusion will confer with all involved school administrators **prior** to the approval of the request.
4. In individual cases a transition plan should be developed, with student and parent(s)/guardian(s) input, outlining student expectations and consequences for not meeting these expectations.
5. A letter of confirmation will be sent to the parent(s)/guardian(s) from the Office of K-12 Instruction which will also substantiate that no transportation will be provided.