

**SCHOOL DISTRICT OF WAUPACA**

**SERIES 400 STUDENTS**

**CODE: 425**

**TRANSFER STUDENT ADMISSIONS FROM PUBLIC SCHOOL PROGRAM**

It shall be the responsibility of the custodial parent or guardian of each child or a student of legal age entering the School District of Waupaca to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

Students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school or the address from which this data may be secured.

There shall be a minimum of a 24 hour delay on placement when new students arrive to enroll. Lack of records could result in further delays as necessary. Exceptions: (a) advance receipt of records with pre-conference to determine appropriate placement, or (b) principal determination that immediate admission is acceptable. There shall be a telephone review of records when the actual records are not available and placement is required.

Parents or guardians of students admitted to the district's elementary and secondary schools shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school.

**ADOPTED:** 080994

**REVISED:** 110894

**REVIEWED:**

**LEGAL REFERENCE:** Section 115.28(2) Wis. Stats.  
115.80, 118.13, 118.14, 140.05(16)  
PI 9.03(1) of the Wis. Administrative Code

**CONTRACT REFERENCE:**

**CROSS REFERENCE:**

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.