

Todd Beamer High School Academy Transfer Policy

At Todd Beamer, our desire is to accommodate every student's first choice for academy placement. However, many factors force us to keep the academy numbers within 10% of each other. The purpose of this written policy is to create a fair process to address transfer requests.

Academy Transfer Process:

1. The student wishing to change academies goes to the academy that he/she wishes to transfer INTO and places his/her name on the *Request to Transfer List*.
2. Requests to transfer are date and time stamped.
3. The *Request to Transfer List* will be reviewed once a year, prior to registration for the following year.
4. Transfers will be:
 - based upon space availability
 - weighted by grade level
 - a. Upper classmen will have priority over lower classmen.
 - prioritized according to the request date.
5. Letters will be issued to all students on the *Request to Transfer List* informing them as to whether they were transferred or are still waiting.

* Students wishing to transfer to Humanity & Arts, B/I or X Academies must be in good academic standing.

