

## **STUDENTS TRANSFERRING OUT**

**Step 1:** Download and sign Release of Records form and Student Sign Out form from Kittatinny website - [www.krhs.net](http://www.krhs.net) Return forms to the Guidance Office before the student's last day.

**Step 2:** On their last day at Kittatinny, the student will turn in their book each period during the day. At the end of the day the student will receive copies of grades, testing scores, health record, and transfer card to take to their new school.

## **STUDENTS TRANSFERRING IN**

**Step 1:** Download and complete the Record Release Transfer In form, KRHS demographic form, and transportation form from Kittatinny website - [www.krhs.net](http://www.krhs.net) Notify the student's current school that the student is withdrawing.

**Step 2:** Call the Kittatinny Guidance Office at 973-383-1800 Ext. 1200 to make an appointment with Mr. Richard Hayzler. On the day of the appointment bring the following paperwork:

- Completed forms from Step 1
- Copy of the student's birth certificate
- Copy of transcript or report card from student's previous school
- Copy of health record
- Copies of legal custody and/or proof of guardianship
- Copy of current IEP if student is classified
- Proof of residency:
  - a copy of your deed or rental agreement
  - a tax bill
  - a current drivers license with address change
  - utility bills

**Step 3:** Upon receipt of all required paperwork, an appointment will be scheduled with a guidance counselor, and a member of the Child Study Team if needed, to enroll and set up the student's schedule. At the enrollment appointment you will receive a packet including the school calendar and student handbook.