Guidance for Superintendents Relative to Change in Educational Program – Bylaws 4-7-6 and 4-7-7

Bylaws 4-7-6 and 4-7-7 require that when a student has been reassigned to a new high school by your school district or by your school system as a result of a specific change of that student’s educational program, you must clearly stipulate the details of that specific program change in writing to the Executive Director’s office. To assist you in that task, the following is a list that includes, but is not limited to, specific situations that do as well as do not constitute an educational program change. And please note that this exception will have no application for seniors who are requesting a specific change in academic program and can be used one time only during the student’s high school career.

Situations that shall be considered a change in educational program

1. Transfer from an International Baccalaureate Diploma Program to a non-IB program or the converse (curriculum must be specified for both and requires entrance into an IB Diploma program only – junior status). Please note if the student is granted eligibility in accordance with one of these transfer bylaws 4-7-6 or 4-7-7, or bylaw 4-7-2 exception 8 into an IB Diploma Program, and the student subsequently withdraws from the program, the student’s eligibility ceases immediately insofar as transfer is concerned.
2. Transfer from a vocational curriculum to a college-preparatory curriculum or the converse
3. Transfer from an ELL(English Language Learner) school to a regular curriculum or the converse
4. Transfer from a coeducational high school to a single gender high school or vice versa
5. Transfer from a special education unit at one school to a school with a mainstream focus or the converse

Situations that shall not be considered a change in educational program

1. Transfer from a school that has larger class enrollment to a smaller enrollment or the converse
2. Transfer caused by a student’s academic and/or disciplinary dismissal from a school
3. Transfer caused by a student’s desire to take one or more courses at a new high school, for example a desire to take an Advanced Placement course(s) at a new high school

A transfer from one college preparatory high school curriculum to another similar curriculum in a different high school will not meet the standard found in these bylaws.

Please be sure to stipulate the student’s grade in school, include the transcript and the class schedule for the first semester in the program when requesting this option.