YES Charter Academy

Disenrollment Procedures

2016-17

When a student leaves YES Charter Academy we perform the following procedures:

Make sure all books are returned

Make sure all bills are paid. (after school & lunch)

We watch for a transfer of record request and if we do not receive one we follow up with the parent to see where the child has gone.

If we do not have any success with the parent on a new school we will then contact the SARB department and get them involved.

Upon receiving a request for transfer, the student’s records are then sent to new school.

Once the student is cleared for disenrollment they are removed from Power School.