

JO-R1

INSTRUCTION FOR STUDENT ADMITTANCE AND TRANSFER

Grades: Preschool through Grade 12

Students Entering School Who Are *new* to the Rochester School System

1. These students are referred to the Superintendent's Office to register for Preschool through Grade 5; to Rochester Middle School for Grades 6-8; and to Spaulding High School for Grades 9-12.
2. When a call to register a student is received, the parents/legal guardian will be asked to register in person with the following documentation:
 - a. Birth Certificate
 - b. Immunizations
 - c. Proof of Residency (JECA, Determining Residency)
 - d. Any legal documentation pertaining to the student.

Students Transferring to another School in the Rochester School System (Elementary)

1. Send to the Superintendent's Office:
 - a. Cumulative File
 - b. Health Records (transferred internally between Health Office)
 - c. Special Education File (if applicable)

Students Who Transfer Outside the Rochester School District

- a. Student Discharge Checklist (Elementary only)
- b. Release of Information From New School
- c. Cumulative File
- d. Special Education File (if applicable)
- e. Health Records.

Adopted: April 8, 1993

Amended: August 14, 2014