

Questions & Answers - 1

Solicitation

22-650-001 - Online School Choice Management System

Buying Organization

Poudre School District

No	Question/Answer	Question Date
Q1	<p>Question: Transfer Process Can you please describe your transfers process?</p> <p>Answer: Poudre School District's transfer process:</p> <ol style="list-style-type: none">1.Parent fills out the form that is available on our website: School Transfer Request (This also has the instructions included on the second page).2.Parent provides a letter with the reason for the request to transfer and submits this and the transfer request form to the school the parent is wishing to transfer their student to.3.Once school receives transfer request, they email the transfer request form and letter to the assistant superintendent's office for processing and for approval or denial.4.Central office checks with both principals at the schools and if both are okay with it, the transfer request is approved and our office emails both principals and asks the receiving principal to contact the parent. A confirmation letter is sent from the central office to the parent.5.If the transfer is denied, then a letter is sent from the central office with the reason. <p>The District hopes to have the transfer request form be an online option for parents to complete, and the schools would get the form/letter electronically from the parent. The central office, along with the schools, would process the transfers and if approved, an automatic email would be sent to the parent letting them know their request was approved. If the transfer is denied, then the District would like to receive an automatic email with the reasons why and we would call the parent if needed.</p>	04/19/2022