

Summers County Board of Education

Scope:

Authority: Board Minutes; Employee's Handbook.

Adopted: August 27, 1981.

Amended: April 19, 2005.

Reviewed: January 10, 2023.

STUDENT TRANSFER REPORT

When students transfer out of the county, reports must be run from WVEIS that includes grades, attendance, schedule, and immunizations. Reports must be run before the student is transferred in the computer. **One copy of the reports will be placed in the student's cumulative folder and one copy will be sent to the receiving school.**