

TRANSFER ENROLLMENT REFERRAL FORM

TAMALPAIS ADULT SCHOOL

Tamalpais Union High School District

395 Doherty, Larkspur, CA 94939 Phone (415) 945-3780 Fax (415) 945-3767

Tamalpais Adult School assists people seeking to complete their high school education. Classes are held at Tamiscal High School, 305 Doherty Drive, Larkspur, CA from 5:00-9:00 p.m. Monday through Thursday.

INSTRUCTIONS:

- ◆ USE THIS FORM TO **TRANSFER** a student from a high school to Tamalpais Adult School.
- ◆ This form must be completed and signed by the student, parent if the student is under 18, counselor and HS principal.
- ◆ Please attach a copy of student IEP, 504 or General accommodation plan with this form when applicable.
- ◆ Attach copy of student's transcript, disciplinary log, and student interventions attempted.

Fax transfer form to: Sharon Watson, Adult Education Secretary, 945-3767

STUDENT INFORMATION

Student's Name _____ Current School _____ Age as of today's date _____

Address: _____ Home Phone: _____ Other phone: _____

Current Grade Level: _____ Date of Birth: _____ SSID# _____

Total Credits: _____ *Please check if this student is *SDC _____ *504 _____ *RSP _____ (**attach plan**)
**Special Education Students with active IEP's must show proof of a change of placement IEP before transferring to Tam Adult School.*

Please check Outcomes/Proficiencies completed:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Outcome 1/Writing | <input type="checkbox"/> Outcome 2/Reading | <input type="checkbox"/> Outcome 3/Technology | <input type="checkbox"/> CAHSEE Passed |
| <input type="checkbox"/> Core Literacy Portfolio | <input type="checkbox"/> Core Literacy Portfolio | <input type="checkbox"/> Outcome 5/Mathematics | <input type="checkbox"/> ELA Passed Only |
| <input type="checkbox"/> Direct Writing | <input type="checkbox"/> Reading Assessment | | <input type="checkbox"/> ELA Passed Only |
| | | | <input type="checkbox"/> One Year of Beginning Algebra |

INDICATE THE PROGRAM BEING REQUESTED

- Tamalpais Adult School Diploma:** Student transfers to Tam Adult School to complete courses for high school diploma.
- GED preparation:** Student seeks to prepare and pass the GED examination.
- TUHSD 5th Year Transfer:** Student completes classes through Tam Adult School, receives diploma from school of origin. Credits earned in Tam Adult School may not exceed 20. *Credits must be completed within one semester of original graduation date. Principal signature required below.*

TUHSD Diploma:

In certain circumstances, a TUHSD diploma may be granted to a student who holds "Senior Standing" but who transfers mid year to Tam Adult School. Students in this category are given authorization from their site principal to enroll in Tam Adult School. Students are expected to complete classes through Tam Adult School and will receive a high school diploma from their school of origin. Credits earned in Tam Adult School may not exceed 20. *Credits must be completed within one semester of original graduation date. Please note that students must complete portfolio at school of origin.*

Principal Signature: _____

LIST BELOW ANY COURSES IN PROGRESS NOT YET ON THE TRANSCRIPT

Students are encouraged to finish all classes in progress at their high school. **High schools are encouraged to furnish exit grades for work in progress.** Tamalpais Adult School may award credit for passing grades earned up until time of departure from high school. In the space below, please note work in progress which is not included on the transcript.

High School Classes in progress

Course Title	Credits To Be Earned
1.	
2.	
3.	
4.	
5.	
6.	

AUTHORIZING SIGNATURES:

Student's Signature & Date

High School Counselor's Signature & Date

Parent's Signature (required if student is under 18 years of age)

High School Principal & Date

Tamalpais Adult Education Director & Date

REASON FOR TRANSFER TO TAM ADULT SCHOOL (HS counselor to complete):
