



NYSED CHARTER SCHOOL OFFICE  
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To: School Leaders and Board Chairs of Charter Schools authorized by the Board of Regents

From: David Frank, Executive Director, Charter School Office

Date: March 13, 2017 

Subject: The Transfer of Students Attending Charter Schools Operated by the Same Education Corporation

NYSED policy allows students attending charter schools operated by an education corporation authorized by the Board of Regents to transfer to another school operated by the same education corporation under the following conditions:

1. The sending and receiving charter schools are operated by the same education corporation;
2. The parent(s)/guardian(s) of the student initiates the request to transfer. Both the sending and receiving charter schools shall maintain records of such requests;
3. The sending school must comply with the enrollment provisions set forth in the school's charter agreement. Specifically, transferring the student cannot cause the total number of students enrolled to be less than 85% of the projected enrollment for a given academic year or fewer than 50 students;
4. The receiving school must comply with the enrollment provisions set forth in the school's charter agreement. Specifically, enrolling the student cannot cause the school's enrollment to exceed its maximum authorized enrollment;
5. Pursuant to the policy of the U.S. Department of Education, charter schools currently receiving any Charter Schools Program grants may not send or receive a transfer student from another charter school operated by the same education corporation; and
6. The sending and receiving charter schools must follow their authorizer-approved enrollment policies, including provisions relating to the admission lottery and waitlist. Charter schools meeting the above criteria are required to incorporate the student transfer process in their authorizer-approved enrollment policy.