International
School
Los Angeles
Lycée
International

Intercampus Transfer Policy,
Procedures, Guidelines, & Form

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Schoolwide Policy, Procedures, & Guidelines:
In order to ensure an equitable enrollment and transfer process, and to avoid any misunderstandings, it is important that each campus and transfer applicant follow the established school-wide policy and procedures.

In order to be included into the existing candidate pool, families wishing to transfer must complete and submit the Intercampus Transfer Request Form as soon as possible and before the deadline of **November 30** (annually if necessary) to the Admissions Department at admissions@lilaschool.com.

Transfers are not automatic or guaranteed. The administration on both the receiving and current campuses must agree to the transfer.

All transfer requests will be dealt with individually and on a case by case basis at the sole discretion of the School.

Determinations are dependent on a number of criteria, including but not limited to:
- availability
- impact on campus
- class composition
- individual circumstances, reason and motivation for the transfer request
- date of request

School personnel cannot provide nor imply a firm indication, timeline, or commitment to transfer.

We encourage families to follow up proactively with the Admissions Department in a timely and on-going basis.

Intercampus Transfer Policy, Procedures, Guidelines, & Form

Intercampus Transfer Form:

Date of Request:		Current Student Grade:		
Student's Full Name:				
Requesting Parent's Full Name:				
Requesting Parent's Email Address:				
Current Campus:	Burbank	Los Feliz	Pasadena	West Valley
Requested Campus:	Burbank	Los Feliz	Pasadena	West Valley
Reason for Requesting Transfer:				
Campus Director's Observation: *(academic level, disciplinary concerns, etc.)*				
Signature:		Date:		
Receiving Campus Director's Conditions of Probationary Clauses: *(academic, discipline, etc.)*				
Campus Director's Recommendations:		Authorize	Do Not Authorize	
Signature:		Date:		
Head of School Recommendation:		Authorize	Do Not Authorize	
Signature:		Date:		
Parent's Decision:	Accept with associated clause	Decline Transfer	Withdraw from School	
Signature:		Date:		

School Administration
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