

**COMMUNITY ACTION TEAM**  
**CHILD & FAMILY DEVELOPMENT PROGRAMS**  
In-House Student Transfers

1. An enrolled child may continue to participate in the Head Start program until they are eligible for public school.
2. Children, who transfer from classroom to classroom, or center to center, will be transferred with the least amount of interruption possible.
3. Classrooms designated as a 4 year old classroom will accept in-house transfers as long as that transfer will not cause the size to exceed 20 children.
4. Classrooms designated as a 3 year old classroom will accept in-house transfers as long as that transfer will not cause the size to exceed 17 children.
5. The center with the vacancy will complete recruitment and enrollment within the 30 days as per classroom enrollment Policy 1-13.
6. At no time will a classroom's enrollment exceed the limits outlined in Performance Standard 1306.32.
7. The receiving center will meet with the family to update enrollment forms as needed (at the minimum, Form 3-11 and the USDA Enrollment Form will be updated). A copy of the updated USDA Enrollment Form will be sent to the administration office.
8. The transferring center will complete CP3 and immediately complete documentation for TS Gold. The child's file will be delivered to the receiving center.