**EARLY COLLEGE HIGH SCHOOL** 

**STUDENT TRANSFER FORM – Winter term**

**Students:** It is your responsibility to inform all of your teachers once you are accepted to ECHS. While exit processes for each school may differ somewhat, in general students need to address the following items before their final day.

School Exit Process

1. ***Without delay, email or meet with each teacher*** and create a transition plan for the final weeks using the form below. If you are emailing your teachers there is a sample November email you can use.
2. Return books and library materials
3. **On Thursday, December 10th**, email your school Registrar to start the check-out paperwork, pay any fines etc. (school Registrars are listed at the end of this document).
4. **On Thursday, December 10th** email your teachers and cc the school Registrar and ask for your final grades from your teachers. See December sample email.

**November Sample Teacher Email:**

(Teacher Name) I was recently accepted to the BSD Early College High School (ECHS) program for winter term and I will be transferring to ECHS and taking classes full time at Portland Community College starting winter term, **Monday, January 4th**

My last day will be our last day of classes before Winter Break (12/18) and I will email you a reminder on December 10th, so that you have time to prepare my final grades before my last day.

So that I am prepared for the next 4 weeks in your class it would be helpful if you could help me develop a plan between now and my last day with assignments I need to complete and any outstanding projects or assignments that I may have missing that I can still complete. Also, it would be helpful to know if I will be able to earn a .5 credit in the course or a .25 credit. If you would not mind providing me the information below I would appreciate it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Class/teacher** | **Plan for the next 3-4 weeks** | **Credit**  | **Current Grade** |
|  |  | **.25/.50** |  |

 **December 10th sample email: (send to teachers and cc registrar)**

Hello ----,

As I mentioned, I will be leaving our school and joining Early College High School and my last day will be December 18th. Please let me know if there is any outstanding work that I still need to complete to finalize my grade, and if I have done enough work to earn a .5 or a .25 credit in your course.

I have cc’d our school registrar on this email so that he/she can complete my check-out and update my transcript.

Thank you for all your help.

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**BSD School Registrars:**

**Beaverton School District High School Registrar Contact Information**

Aloha Shawna McMillan 503-356-2778 shawna\_mcmillen@beaverton.k12.or.us

Beaverton Susan Honeyman 503-356-2851 susan\_honeyman@beaverton.k12.or.us

Southridge Serena Costello 503-356-2904 serena\_costelloe@beaverton.k12.or.us

Sunset Karen Buckley 503-356-2975 karen\_buckley@beaverton.k12.or.us

Westview Laurie Grant 503-356-3033 laurie\_grant@beaverton.k12.or.us

Merlo Campus Anna Yardley 503-356-3650 anne\_yardley@beaverton.k12.or.us

ACMA Dona Daeges 503-356-3678 dona\_daeges@beaverton.k12.or.us

Health & Science Dolores Reyas 503-356-3630 dolores\_reyes@beaverton.k12.or.us

ISB Margaret Lusk 503-356-3690 margaret\_lusk@beaverton.k12.or.us

Mountainside Mary Monahan 503-356-3540 mary\_monahan@beaverton.k12.or.us

**ECHS Transition Plan – Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#:\_\_\_\_\_\_\_\_\_\_\_**

Students – meet with each teacher and complete the following.

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Plan for the next 3-4 weeks** | **Credit Earned** | **Final Grade** |
| 1. |  | **.25/.50** |  |
| 2. |  | **.25/.50** |  |
| 3. |  | **.25/.50** |  |
| 4. |  | **.25/.50** |  |
| 5. |  | **.25/.50** |  |
| 6. |  | **.25/.50** |  |
| 7. |  | **.25/.50** |  |
| 8. |  | **.25/.50** |  |