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**COMPONENT: EDUCATION**

**SUBJECT: CHILD TRANSFER FROM CENTER TO CENTER**

**PERFORMANCE OBJECTIVES:** To establish standard for transferring a child from one Head Start location to another.

**OPERATIONAL PROCEDURE:**

When a child is transferred from one center to another it is imperative that file management be done properly.

**TEACHERS:**

If a child transfers from one center to another center:

1. Drop the child from the class roll with an explanation of reason.
2. Fill out change of status form.
3. Make sure the explanation of reason is on the Change of Status Form.

**FAMILY SERVICE WORKER:**

4. Transfer paperwork to appropriate center prior to the child's first day of attendance.
5. Family Service Worker is responsible for noting the changes on the Green Folder.