Checklist for Negotiated Transfer of Students

Simonds Catholic College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

This checklist is designed as a prompt and tool to support compliance and best practice. It is not designed as a substitute for the Negotiated Transfer of Students Policy or the procedures set down within.

School: _____

Student: _____

Date: _____

Policy/ Procedure Reference	Action	Y/N	Date	Comment
Procedure				
1.2	If the student is identified as part of a vulnerable cohort, the MACS Regional General Manager has been notified			
2.1	The Principal has met with the parent/ guardian/carer/relevant person to outline considerations for a negotiated transfer.			
3.1	The Principal has taken into account relevant personal and social circumstances of the student, including the student's cultural or linguistic background.			
3.2	Relevant documentation provided by the student and parent/guardian/carer/relevant person has been considered.			
3.3	Sufficient interventions and strategies have been used prior to the decision to consider a negotiated transfer, and documented evidence of those interventions exists.			
4.1, 4.2	The student and parent/guardian/carer/ relevant person and MACS Regional General Manager have been provided with a *Notice of Negotiated Transfer*.			
4.4	Meaningful work has been provided for the student until transfer to another educational/ training/employment option has taken place.			

Policy/ Procedure Reference	Action	Y/N	Date	Comment
4.7	Meaningful work has been provided for a student on suspension awaiting negotiated transfer.			
Policy				
2.0	Sufficient grounds for negotiated transfer have been determined.			
1.0	The Principal has authorised negotiated transfer and has informed the MACS Regional General Manager before proceeding.			