

Transfer and Withdrawal Policy

Student transfers between Utah's public charter schools and school districts are governed by Utah State Law.

Transferring to Promontory

If a student has been offered a position at Promontory and wishes to accept, the student's parent must complete the [Notification of Transfer and Request for Records Form](#), obtain the required signature from the student's current school, and submit it to Promontory administration before the deadline provided in the student's registration packet.

Withdrawing from Promontory

If a student has accepted enrollment in Promontory and the parent wishes to withdraw the student from Promontory for enrollment in another school, the student's parent must complete the [Notification of Intent to Withdraw Form](#) and submit it to Promontory Administration in order to complete the withdrawal of the student.

Student records will be released as soon as all appropriate paperwork is completed.