

**TRANSFERRING STUDENT PREFERENCES  
MEMORANDUM OF UNDERSTANDING**

**ALTURAS PREPARATORY ACADEMY  
AND  
ALTURAS INTERNATIONAL ACADEMY**

This Memorandum of Understanding (“Memorandum”) is entered into by and between Alturas Preparatory Academy, Inc., an Idaho public charter school and non-profit corporation of the State of Idaho (“Alturas Prep”), and Alturas International Academy, an Idaho public charter school and non-profit corporation of the State of Idaho (“Sending School”).

**RECITALS**

WHEREAS, Alturas Prep operates an Idaho public charter school consisting of grades 6 through 12 in Idaho Falls, Idaho; and

WHEREAS, Alturas Prep and Alturas International Academy recognize that students that attend Alturas International Academy may wish to transfer to Alturas Prep and maintain be treated as a returning student; and

WHEREAS, Alturas Prep and Alturas International Academy wish execute this Memorandum in order to assure orderly enrollment of students who transfer from Alturas International Academy to Alturas Prep and placing them in the correct preference order.

**AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in consideration of the recitals above, which are incorporated below, and the mutual covenants, representations, and performances herein bargained for, relied on, and expected, the parties agree as follows:

**ARTICLE I  
ALTURAS PREP RESPONSIBILITIES**

- 1.1 Alturas Prep shall organize its lottery to accommodate the following preferences:
  - a. Pupils returning to Alturas Prep;
  - b. Children of founders and full-time employees (limited to not more than 10% of Alturas Prep’ capacity;
  - c. Siblings of students already enrolled at Alturas Prep;

- d. Pupils transferring from Alturas International Academy, pursuant to this Memorandum;
  - e. Students residing in Alturas Prep' primary attendance area; and
  - f. All other students who apply for enrollment at Alturas Prep.
- 1.2 Each year, Alturas Prep shall notify Alturas International Academy of the date scheduled for the enrollment lottery and the relevant timelines within which an enrollment application must be received.
- 1.3 At the conclusion of the lottery, Alturas Prep will report to Alturas International Academy the results of the enrollment lottery and whether students seeking to transfer from Alturas International Academy have been accepted for enrollment.
- 1.4 Enrollment seats at Alturas Prep are limited to the capacities approved in its charter and will be filled in accordance with the preferences identified above.

**ARTICLE II**  
**SENDING SCHOOL RESPONSIBILITIES**

- 2.1 Alturas International Academy shall verify for Alturas Prep that the transferring student has attended Alturas International Academy for at least one year (pursuant to Idaho Code §33-5205(3)(k) and does not have any current disciplinary issues. Students with current disciplinary issues are not eligible for transfer preference, but may apply to Alturas Prep under the normal enrollment lottery preferences (see 1.1 e and f above).
- 2.2 Upon successful enrollment in Alturas Prep, Alturas International Academy shall provide the transferring student's full file, including any IEPs, 504 plans, etc.
- 2.3 Alturas International Academy will identify an employee of Alturas International Academy to act as the Transfer Coordinator. The Transfer Coordinator will advise the students on the appropriate registration process, help the student complete the registration on a timely basis, facilitate communications with the student's parents/guardians and act as the contact point for Alturas Prep.



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SENDING SCHOOL

By: *Michelle Ball*

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