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.