



LIMESTONE CHARTER ASSOCIATION

Policy Title: Charter School Transfer Out Process

Effective Date: July 1, 2025

Applies To: All LCA-Authorized Charter Schools

1. Purpose

This policy establishes the procedures and expectations for a charter school wishing to transfer its authorization from the Limestone Charter Association (LCA) to another legally recognized charter school authorizer in South Carolina. The process ensures transparency, compliance, student stability, and alignment with South Carolina state charter laws.

2. Policy Statement

LCA recognizes that a charter school may seek a change in authorizer as provided by SC Proviso 1.120 (Charter School Authorizer Contracts). This policy outlines the transfer process and includes requirements for notice, board action, and data transfer.

3. Definitions

- ❖ **Transfer Out:** The act of a charter school ending its charter contract with its current authorizer and entering into a new contract with a different charter school authorizer. Approved transfers will be effective **July 1**.
- ❖ **Receiving Authorizer:** The charter school authorizer to which the school is seeking to transfer.
- ❖ **Mutual Transfer Agreement:** A formal agreement between both authorizers and the charter school establishing terms and responsibilities for the transition.

4. Transfer Out Process

4.1 Initial Notification

- Schools must submit a formal Letter of Intent to Transfer, by **December 1**.
- The letter must include:
 - Rationale for the transfer
 - Name of receiving authorizer
 - Signed resolution from the school's governing board authorizing the intent to transfer

4.2 Transfer Request Approval

- LCA's Board will vote on the resolution to transfer during a regularly scheduled or special-called meeting by **December 15**.

4.3 Records Transfer and State Notification

- A **Mutual Transfer Agreement** will be carried out between both authorizers and the school. It will outline the roles and responsibilities of each party for the transition and provide a timeline for the transfer of all school records, performance reports, compliance documentation, and the close out all financial reporting (state/federal) applicable to the school.
- LCA will notify the South Carolina Department of Education of any school's request to transfer by **December 31**.

4.4 Charter Contract Termination

- The existing charter contract between the school and LCA will be officially terminated on **June 30**.
- A contract termination letter will be issued to the school and archived in school files.

5. Required Transfer Out Documentation Checklist

Document	Submitted By	Required For Approval
Letter of Intent to Transfer by December 1	School Board	✓
Governing Board Signed Resolution by December 1	School Board	✓
Mutual Transfer Agreement	All Parties	✓

6. Contact Information

For additional questions or to initiate a transfer request, contact:

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