

## STUDENT TRANSFER ADMINISTRATIVE REGULATIONS

IN-COUNTY OUT-OF-ZONE

Parents who wish to transfer their child/children to a school outside their designated attendance zone are responsible for completing the following process:

1. All students must register at their home school. "Home school" is defined as the school the child would normally attend, which encompasses the geographic area in which the child currently resides, as outlined in **GCS Policy 3060**.
2. All children currently enrolled in a Pre-K class at a location other than their home school **MUST** register for Kindergarten at the child's home school.
3. The Transfer request process will begin the 1<sup>st</sup> week of April for the following school year. The exact date will be announced to the public no later than the 2<sup>nd</sup> week of March. **The parent** shall pick up, fill out, and sign a PARENTAL REQUEST FOR TRANSFER form. This form can be found at all schools, the Grant County Board of Education Office, and can be printed from our website.
4. The form must be given to and signed by the Principal of the child's home school.
5. The form must then be carried by **the parent or parent's designee** to the school the parent desires the child to attend.
6. The form must be given to and signed by the principal of the school the parent desires the child to attend.
7. The completed form must then be carried by **the parent or parent's designee** to the Grant County Board of Education office, where the receptionist will take it and date stamp it. A copy will be given to the parent.
8. All date stamped forms will be forwarded to the Director of Attendance. NOTE: ONLY COMPLETED FORMS (those with original signatures of the parent and both principals) WILL BE CONSIDERED. Incomplete forms will be returned to the parent. The Attendance Director will determine if the form is complete.
9. The Attendance Director will review all parental requests for transfer. She will then determine if there is space at the school and grade level requested.
10. If there is space at the school/grade level requested, the Attendance Director will recommend to the Superintendent that the transfer be approved.
11. If more than one request for a specific school/grade level exists, they will be considered on a "first come first served" basis. "First come first served" is defined as all forms date stamped April 10<sup>th</sup> and thereafter will be considered in chronological order. In the event more than one form is date stamped on the same day, the Attendance Director shall supervise a drawing of the forms, assigning each form a number. These forms will be considered in numerical order of the drawing.
12. The superintendent will recommend those transfer requests that can be accommodated to the BOE for their approval.
13. Parents will be notified in writing **NO EARLIER** than August 1 as to the status of their transfer request.

IN-COUNTY TO OUT-OF-COUNTY

Parents who wish to transfer their child/children to a school outside of Grant County are responsible for completing the following process:

1. Unless presently enrolled at a school outside of Grant County, all students must register at their home school. "Home School" is defined as the school the child would normally attend, which encompasses the geographic area in which the child currently resides as outlined in **GCS Policy 3060**.
2. The Transfer request process will begin the 1<sup>st</sup> week of April for the following school year. The exact date will be announced to the public no later than the 2<sup>nd</sup> week of March. **The parent** shall pick up, fill out, and sign a PARENTAL REQUEST FOR TRANSFER FORM. This form can be found at all schools, the Grant County Board of Education Office, and can be printed from our website.
3. The form must be given to and signed by the Principal of the child's home school or school child should be attending in Grant County.
4. Each transfer request must include a release letter from the School Board of the county of residence. Each County has a specific process, verify and complete the process as required by that county.
  - A. Families who wish to attend school in Pendleton or Hardy County may use last year's acceptance of transfer issued from Pendleton or Hardy County Schools for initial submission. These counties plan to issue transfer approval sometime in June. Families will be asked to bring the new letter to the Central Office after it is issued in order for the transfer to be processed. Please attach this letter to the PARENTAL REQUEST FOR TRANSFER FORM.
  - B. Families who wish to attend school in Mineral County may use their initial permission to transfer issued from Mineral County Schools. This letter may be several years old. Please attach this letter to the PARENTAL REQUEST FOR TRANSFER FORM.
5. The completed form and the permission to transfer letter attached to the transfer form must then be carried by **the parent or parent's designee** to the Grant County Board of Education office, where the receptionist will take it and date stamp it. A copy will be given to the parent.
6. All date stamped forms will be forwarded to the Director of Attendance. NOTE: ONLY COMPLETED FORMS (those with original signatures of the parent and the principal) WILL BE CONSIDERED. Incomplete forms will be returned to the parent. The Attendance Director will determine if the form is complete.
7. The Grant County Schools Attendance Director will review all parental requests for transfer and work collaboratively with the Attendance Director of the county from where the parent desires the child to attend.
8. If the Attendance Director determines that the request can be honored, the Grant County Attendance Director will recommend to the Superintendent that the transfer be approved.
9. The superintendent will recommend those transfer requests that can be accommodated to the BOE for their approval.
10. Parents will be notified in writing NO EARLIER than August 1 as to the status of their transfer request.
11. This procedure must be completed annually.

OUT-OF-COUNTY TO GRANT COUNTY

Parents who wish to transfer their child/children into a Grant County school from a school outside of Grant County are responsible for completing the following process:

1. The Transfer request process will begin the 1<sup>st</sup> week of April for the following school year. The exact date will be announced to the public. **The parent** shall pick up, fill out, and sign a PARENTAL REQUEST FOR TRANSFER FORM. This form can be found at all schools, the Grant County Board of Education Office, and can be printed from the website.
2. The form must be given to and signed by the Principal of the child's home school or the desired school where they wish to be enrolled.
3. A. Families who live in Pendleton or Hardy Out-Of-County requesting to attend Grant County Schools may use last year's permission to transfer issued from Pendleton or Hardy County Schools for initial submission. These counties plan to issue permission to transfer sometime in June. Families will be asked to bring the new letter to the Central Office after it is issued in order for the transfer to be processed. Please attach this letter to the PARENTAL REQUEST FOR TRANSFER FORM.  
B. Families who live in Mineral County requesting to attend Grant County Schools may use their initial permission to transfer issued from Mineral County Schools. This request may be several years old. Please attach this letter to the PARENTAL REQUEST FOR TRANSFER FORM.
4. Each transfer request must include a release letter from the School Board of the county of residence. Each County has a specific process, verify and complete the process as required by that county.
5. The completed form along with any attached letters of release must then be carried by **the parent or parent's designee** to the Grant County Board of Education office, where the receptionist will take it and date stamp it. A copy will be given to the parent.
6. All date stamped forms will be forwarded to the Director of Attendance. NOTE: ONLY COMPLETED FORMS (those with original signatures and a release/permission letter) WILL BE CONSIDERED. Incomplete forms will be returned to the parent. The Attendance Director will determine if the form is complete.
7. The Grant County Schools Attendance Director will review all parental requests for transfer and work collaboratively with the Attendance Director of the county from where the parent desires the child to transfer.
8. The Attendance Director will review all parental requests for transfer. She will then determine if there is space at the school and grade level requested.
9. If more than one request for a specific school/grade level exists, they will be considered on a "first come first served" basis. "First come first served" is defined as all forms date stamped April 10<sup>th</sup> and thereafter will be considered in chronological order. In the event more than one form is date stamped on the same day, the Attendance Director shall supervise a drawing of the forms, assigning each form a number. These forms will be considered in numerical order of the drawing. In-county students will have priority over out-of-county requests.
12. If there is space at the school/grade level requested, the Attendance Director will recommend to the Superintendent that the transfer be approved.

**ADMINISTRATIVE TRANSFER**

An Administrative transfer is initiated by Grant County Schools for school safety; fiscal concerns; pupil/teacher ratio, and; Individualized Educational Plans and any other reason deemed to be in the best interest of the school system.

The following procedures will be followed whenever an administrative transfer is deemed appropriate by the Superintendent:

1. Transfer required for appropriate programming re: specially designed instruction/related services and/or appropriate facility needs per WV Policy 2419:
  - a. The IEP team shall create an appropriate IEP or SAT Team shall create an appropriate 504 Plan.
  - b. The Director of Student Services shall recommend to the Grant County Attendance Director via administrative transfer request the appropriate venue for services for the student based on the regulations outlined in WV Policy 2419.
  - c. The Attendance Director shall review the administrative request, and forward to the Superintendent for approval.
2. Transfers necessitated when class sizes exceed the requirements of WV Code §18-5-18a:
  - a. The Grant County Attendance Director or his/her designee shall ask all parents in said class/grade level to voluntarily transfer their student to the designated alternative school or other school of their choice;
  - b. If there are not enough volunteers to ensure the appropriate reduction in class size at that grade level, all out-of-county to specific school transfers will be revoked in the reverse order they were approved at that grade level;
  - c. If the appropriate reduction of class size is still not met, all in-county to specific school transfers will be revoked in the reverse order they were approved at that grade level;
  - d. If the appropriate reduction of class size is still not met, transfers will be based on length of student transportation time. Individual student transportation times will be determined by the Grant County Schools Transportation Director.
  - e. Should transportation times be deemed equal, a random selection shall determine the identity of the students to be transferred.
  - f. The total number of students to be transferred will equal the total number of the reduction needed in enrollment to meet the requirements of WV Code §18-5-18a.
  - g. The Grant County Attendance Director shall, via administrative transfer request, inform the Superintendent of the students who have been designated for administrative transfer.
  - h. The Superintendent shall review and approve the administrative transfer request.
  - i. If another student were to attempt to enroll in that particular class, they would be immediately administratively transferred to the designated alternative school.

- j. Transfers will hold year-to-year unless space opens in that specific grade level. If this occurs, student transfers will be rescinded in reverse order they were made, should the parent elect to do so.
3. Transfers required due to discipline or student need:
- a. In the event that a student is expelled, the Superintendent shall determine the student venue for education.
  - b. In the event of other disciplinary issues or other individual student need (excluding the need for interim home/hospital instruction), The Director of Student Services, the Attendance Director or the School Building Administrator shall make a written referral to the Grant County Student Assistance Team.
  - c. The GC Student Assistance Team shall convene to determine the specific needs of the student, and subsequently determine the alternative school venue. The student shall be placed within 10 days of the determination of the alternative school venue.

Grant County Schools shall provide appropriate bus transportation for students transferred within this section.