

SCHOOL TRANSFER/DISCRETIONARY ADMISSION/RELEASE REQUEST FOR 2020-2021

Instructions: Complete both sides of this form, sign and date it, and return it to Jarrod Dennis by the **May 15, 2020 deadline**. Please print clearly. If approved, no subsequent transfer will be granted for the 2020-2021 school year. Reference Board Policy 4150 and Regulation 4151 (available via <https://www.pcsnc.org/> or at the front office of each school) for important information about the school transfer process. At this time, Helena, North End, Oak Lane, Stories Creek, and Woodland are at capacity and cannot accept transfers.

Student Name:	Student Date of Birth:
Student PowerSchool ID # (found on report card):	Student Grade During 2019-2020 School Year:
Parent / Legal Custodian Name:	Home Address/Domicile of Parent or Legal Custodian*:
Is the student currently a Person County Schools Student? (Circle One) YES NO	Is the Address Listed Above Located within Person County? (Circle One) YES NO
School where student is assigned:	
School Requested for the 2020-2021 School Year (or if requesting release, School District Requested for the 2020-2021 School Year):	Contact Information for Parent or Legal Guardian: Work: Home: Mobile: Email:
Does the Student Have an IEP or Section 504 Plan? (Circle One) (This information will be used only to confirm that the IEP or 504 Plan can be implemented at the requested school.) YES NO	Are You a Permanent, Full-Time Employee of the Person County Schools? YES NO If Yes, Identify Your Primary Work Site:
Is the Student Requesting Renewal of a Prior Transfer/Admission/Release? (Circle One) YES NO If Yes, When Did the Original Transfer/Admission/Release Become Effective? (semester/year):	

*"Domicile" means the place a person actually lives as his or her established home, either permanently or indefinitely. Merely owning or renting personal or business property or residing somewhere temporarily does not constitute legal "domicile." Reference Policies 4120, 4130, 4135 and 4150 for further definitions and information about school assignment and transfers.

Approval by Deputy Superintendent: <u> </u> Approved <u> </u> Denied (Reason: _____) Charge Tuition <u> </u> No <u> </u> Yes Signature _____ Date: _____

FOR INITIAL TRANSFERS/ADMISSIONS/RELEASES ONLY

(Move on to the next section if you have previously been granted a transfer/admission/release and wish to renew your transfer/admission/release for the 2020-2021 school year)

REASON(S) WHY THE SCHOOL TRANSFER/DISCRETIONARY ADMISSION/RELEASE IS REQUESTED (Check all that apply.)*

- A parent/legal guardian is moving from one school attendance area to another during the school year, and the request is to stay at the student's current school rather than be reassigned.
- A parent/legal guardian is employed as a permanent, full-time employee of the Person County Schools, and the request is to transfer to the school where the parent works or a school within the feeder pattern of the place where the parent works.
- A sibling of the student has already been assigned to the school requested for the same school year through administrative transfer, or placed in a specific program.
- The transfer is needed for hardship reasons, and there is no viable alternative to a transfer. (*Specify below.*)
- The student wishes to take advantage of a specific, unique program offered at the school requested that is not offered at the student's assigned school. (*Specify below.*)
- Request for discretionary admission from another school district to Person County Schools (Tuition charge may apply).
- Release of student from Person County Schools to another school district
- Other. (*Specify below.*)

EXPLANATION OF REQUEST: (You may attach additional sheets and supporting documentation if desired).

*** Qualifying for any of the above criteria does not guarantee approval of the transfer/admission/release.**

FOR RETURNING TRANSFERS/ADMISSIONS/RELEASES ONLY

Complete this section, not the previous one, if you previously received a transfer/admission/release to/from the requested school or school district and wish to renew your transfer/admission/release for 2020-2021.

Reason(s) for Initial Transfer/Admission/Release Request:	Do You Certify that these Reasons Remain Valid? (Circle One)
	YES NO

CERTIFICATION BY PARENT OR LEGAL GUARDIAN

I certify that I am the natural parent or legal guardian of the student identified above, that I have legal authority to submit this request on behalf of the student, and that all of the information provided in this form (along with any attachments) is true and accurate to the best of my knowledge. I understand that, if this transfer is granted, the parents/guardians will be solely responsible for providing transportation to the requested school. I also understand that this transfer may be revoked at any time if such issues as persistent inappropriate behaviors or excessive tardies arise after the transfer or that if determined that I provided false information in connection with this process.

Name (Printed): _____ Signature: _____ Date: _____