



Date Received: _____
Submitted to BOE _____ for
 Approval Denial
STATUS:
 Active Pending
Signature: _____

Request to Transfer Student to/from a School/District Outside of Attendance Area
For the School Year: 2017/2018

PLEASE NOTE THE FOLLOWING:

- We will NOT accept students who reside outside of West Virginia
- All requests to transfer to *or* from another county must also have the approval from that county
- Student attendance and discipline records will be reviewed to determine eligibility
- Transportation to/from a school outside of your residential area is your responsibility

Part I: SELECT ONE. I am requesting to transfer my child:

- To another school within Brooke County:
We reside in the attendance area of (which school?): _____
School Requested: _____
- To Brooke County Schools from Hancock Ohio Other: _____ County
- To another school district – will be *released* from Brooke County to _____ County

Part II: Student Information:

Name of Student: _____ Date of Birth: _____

Current School: _____ Current Grade Level: _____

Student Resides with: Both Parents Mother Father Other Family

****Proof of Guardianship will be required if student does not live with a parent****

Parent/Guardian: _____

Residential Address: _____ City: _____ State: _____ Zip Code: _____

Contact Phone Numbers (at least one REQUIRED):

- (1) _____ cell / work / home phone
(2) _____ cell / work / home phone

Part III: Complete the following:

1. My child has been attending the school/district I am requesting since _____ grade.
2. Reason for Request: Transportation/Child Care Sibling Attends Moved during school year
 Other (explain): _____

3. Please check all that apply (will contact school for verification):

My child:

- Has been suspended from school Has been expelled from school Reason: _____
- Is under juvenile petition or probation Reason: _____
- Has an Individualized Education Plan (IEP) Primary Disability: _____
- Has a 504 Plan Reason: _____
- Has poor attendance Was retained in _____ grade during the _____ (school year)

4. I certify that: (1) all information is accurate and complete, (2) I am responsible for providing any additional information requested, and (3) it is my responsibility to complete the enrollment process at the requested school.

Parent Signature: _____ Print Name: _____ Date: _____

This request must be completed annually. You may submit this form to the address above or to your child's principal if within Brooke County. Approvals for Student Transfer requests are not guaranteed and are initially based on enrollment. If approval granted: (1) Transportation is the responsibility of the parent/guardian; (2) Student must not exceed the permitted number of tardies and absences, and (3) Students must not be in violation of the school and/or county discipline policies. Brooke County Schools reserves the right to revoke any approval based on these factors.