

**BARBOUR COUNTY STUDENT TRANSFER PROCEDURES**

In schools where space and services exist for students to attend out of zone, parents who wish to transfer their child to an attendance area other than the home attendance area are responsible for completing the following process:

1. No earlier than the first Monday in March, 8:00 a.m., the parent shall pick up, fill out, and sign a REQUEST FOR TRANSFER FORM. These forms can be found at all schools, the Barbour County Board of Education Office, and can be printed from the county website.
2. Requests for out of zone should be completed by May 1<sup>st</sup> to facilitate processing and placements.
3. Requests received after May 1<sup>st</sup> will be accepted. However, notification of placement may be delayed.
4. Parents or designees will need to hand carry the request form to the school and the board office to obtain original signatures.
5. The form must be signed by the principal of the school the parent desires the child to attend. This signature indicates space and services are available.
6. The completed form must then be hand delivered by the parent or parent's designee to the Barbour County Board of Education office, where the receptionist will receive it and date/time stamp it. A copy will be given to the parent.
7. All date/time stamped forms will be forwarded to the attendance director. 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.
8. The attendance director will review all parental requests for transfer. The director will then determine if there is space at the school and grade level requested and work with the student services director to determine if appropriate services are available at the school 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 stamped the first Monday in March and will be considered in chronological order. In the event more than one form is date/time stamped at the same time, the attendance director shall supervise a drawing of the forms, assigning each form a number. These forms will be considered in numerical order of a drawing.
10. In-county students will have priority over out-of-county requests.
11. If there is space at the school/grade level requested, the attendance director will recommend to the superintendent that the transfer be approved.
12. If there is no space available at the school the request will be maintained on a waiting list based on the order of receipt.
13. The superintendent will recommend those transfer requests that can be accommodated to the Board of Education for their approval.
14. Parents will be notified by email beginning July 1st as to the status of their transfer request.
15. **A request for out of zone attendance may be revoked at any time if class size exceeds state limits.**
16. Requests for out of zone attendance must be completed annually.



45 School Street  
Philippi, WV 26416

Only original signatures will be accepted.  
No faxed or emailed copies will be accepted.

**COMMITTED TO LEARNING FOR ALL**

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2023 - 2024

**PARENTAL REQUEST FOR TRANSFER FORM**

Student's Name \_\_\_\_\_ DOB \_\_\_\_\_ FY23 Grade: \_\_\_\_\_

Guardian/  
Parent's Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email address for notification: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Transfer From \_\_\_\_\_ to \_\_\_\_\_  
(Home School & County) (Receiving School & County)

School attended last year \_\_\_\_\_

Special Services (i.e.: IEP/504) \_\_\_\_\_

**PARENT/GUARDIAN:**

- For transfers please follow Barbour County Policy 8200. Please process through the principal of the school you desire to transfer, and finally to the Attendance Director.
- Transfer forms will be processed beginning the 1<sup>st</sup> Monday in March.
- Parents will assume all responsibility for transportation and/or expenses relating to this transfer.
- All transfers are approved contingent of being in compliance with state pupil/teacher ratio.
- Renewal of transfer is required annually.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Approval (School Receiving) \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE US ONLY:**

Attendance Director's Signature (Barbour County) \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature (Barbour County) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

Board Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Please refer to Policy 8200 Procedures

BOE: Date and Time Stamp Here

Phone: (304) 457-3030  
Fax: (304) 457-3559