

Barbour County Schools

OUT-OF-COUNTY TO BARBOUR COUNTY STUDENT TRANSFER PROCEDURES

Parents who wish to transfer their child/children into a Barbour County school from a school outside of Barbour County 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 an OUT-OF-COUNTY TO IN-COUNTY PARENTAL REQUEST FOR TRANSFER FORM (8200.3F). These forms can be found at all schools, the Barbour County Board of Education Office, and can be printed from our website.
2. The form must be given to and signed by the Principal of the child’s home school or the in-county school where they are presently enrolled.
3. The form must then be carried by **the parent or parent’s designee** to the school the parent desires the child to attend.
4. The form must be given to and signed by the principal of the school the parent desires the child to attend.
5. The form must then be carried by **the parent or parent’s designee** to the child’s home county office.
6. The form must be given to and signed by the attendance director, of the child’s home county office, verifying that they are following the procedures established in that county.
7. The completed form must then be carried by **the parent or parent’s designee** to the Barbour 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 Barbour 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.
10. The Attendance Director will review all parental requests for transfer. He will then determine if there is space at the school and grade level requested.
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 the first Monday in March 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.
13. The superintendent will recommend those transfer requests that can be accommodated to the BOE for their approval.
14. Parents will be notified in writing NO EARLIER than August 1 as to the status of their transfer request.
15. This procedure must be completed annually.

Please refer to 8200.3 Procedures

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

Date Stamp Here at BOE



45 School Street
Philippi, WV 26416

Only original signatures will be accepted
No faxed or emailed copies will be accepted.
Must be completed using blue ink.

COMMITTED TO LEARNING FOR ALL

2017 - 2018

OUT-OF- COUNTY TO IN-COUNTY PARENTAL REQUEST FOR TRANSFER FORM

Student's Name _____ DOB _____ GRADE _____

Guardian/
Parent's Name _____ Telephone (H) _____ (W) _____

Address _____ City _____ State _____ Zip _____

Transfer From _____ to _____
(Home School and County) (School and County)

School attended last year _____

Reason for Request _____

PARENT/GUARDIAN: How many other children do you have? _____ What are their ages _____

What school or facility do they attend, if any? _____

- As per WV State Code (Law), 18-5-16A, regarding transfer request involving two counties, both Boards of Education must approve transfers of non-resident students. Barbour County Policy 8200 requires the home county to agree to payment of any costs exceeding the average cost for educating one of our students.
- Transfer forms will be processed beginning March 6, 2017.
- Parents will assume all responsibility for transportation and/or expenses relating to this transfer.
- All transfers are approved contingent on good behavior, faithful attendance, and academic achievement and must be in compliance with state pupil/teacher ratio. Transfers will remain in effect unless rescinded by parent, principal or Barbour County Board of Education for reasons outlined in Policy 8200.
- Renewal of transfer is required annually.

Parent/Guardian Signature _____

Principal's Approval (Present School) _____ Date _____

Principal's Approval (Desired School) _____ Date _____

Superintendent Signature (County Leaving) _____ Date _____

FOR OFFICE USE ONLY:

Attendance Director's Signature (Barbour County) _____ Date _____

____ Approved ____ Denied Reason _____

Board Action: Approved _____ Denied _____ Date _____

Superintendent Signature (Barbour County) _____ Date _____

Please refer to 8200.3 Procedures

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