

Barbour County Schools

IN-COUNTY OUT-OF-ZONE STUDENT TRANSFER PROCEDURES

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 **BCS Policy 8200**.
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. **NO EARLIER** than the first Monday in March, 8:00 a.m., **the parent** shall pick up, fill out, and sign an IN COUNTY OUT-OF-ZONE PARENTAL REQUEST FOR TRANSFER form (8210F). These forms can be found at all schools, the Barbour 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 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 Attendance Director will review all parental requests for transfer. He 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 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.
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.

Please refer to 8210 Procedures

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

Date Stamp Here at BOE



45 School Street
Philippi, WV 26416

COMMITTED TO LEARNING FOR ALL

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

2017 - 2018

IN-COUNTY OUT-OF-ZONE 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) (Receiving School)

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? _____

- For transfers within Barbour County please follow Procedures 8210P. Please process through the principal of the home school, then to the school you desire to transfer, and finally to the Attendance Director. 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 82700.
- Renewal of transfer is required annually.

Parent/Guardian Signature _____

Principal's Approval (Home School) _____ Date _____

Principal's Approval (School Receiving) _____ Date _____

FOR OFFICE USE ONLY:

Attendance Director's Signature _____ Date _____

____ Approved _____ Denied Reason _____

Board Action: Approved _____ Denied _____ Date _____

Please refer to 8210 Procedures

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