

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 an 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. Parents or designees will need to hand carry the request form to the schools and the board offices to obtain original signatures.
3. The form must first be signed by the principal of the child's home school.
4. The form must then signed by the principal of the school the parent desires the child to attend.
5. 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 receive it and date stamp it. A copy will be given to the parent.
6. If the request involves two counties you must complete the process for both counties. Each county will have its own paperwork to complete and file with the central offices. It is the parent's responsibility to complete the required paperwork for each county.
7. 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.
8. All date stamped forms will be forwarded to the attendance director. 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 and work collaboratively with the attendance director of the county from where the parent desires the child to transfer if applicable.
10. 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.
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 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 Board of Education 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.



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

2019 - 2020

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 & 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 home school, then to the school you desire to transfer, and finally to the Attendance Director. 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.
- Transfer forms will be processed beginning the 1st Monday in March.
- 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.
- Renewal of transfer is required annually.

Parent/Guardian Signature _____

Principal's Approval (Home School) _____ Date _____

Principal's Approval (School Receiving) _____ Date _____

FOR OFFICE US ONLY:

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

____ Approved ____ Denied Reason _____

Board Action: Approved _____ Denied _____ Date _____

Superintendent Signature (Barbour County) _____ Date _____

Please refer to Policy 8200 Procedures

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

Date Stamp Here at BOE