**Roanoke County Public Schools AD.4-106-25**

**Application for In-County Pupil Transfer 2025-2026 school year**

**For students who live *within* Roanoke County and are requesting a transfer within Roanoke County Public School System**

|  |  |
| --- | --- |
| **STUDENTS NAME**  **LAST FIRST MIDDLE** | **DATE OF BIRTH** |
| Is student in Special Education or has student had an active individualized educational program (IEP) at any time during the last school year? ❑ Yes ❑ No  If yes, in what Special Education Program? | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL WHERE STUDENT IS CURRENTLY ENROLLED** | **SCHOOL REQUESTED FOR 2025/26** | | |
| **SCHOOL WHERE STUDENT CURRENTLY LIVES** | **CURRENT GRADE LEVEL** | **2025/26 GRADE LEVEL** | **STUDENT’S ID #** |
| **REQUIRED DOCUMENTATION: MUST be received by requested school before transfer request will be considered. (1ST THRU 12TH GRADE ONLY)**  **1) attendance report, 2) discipline report, 3) most recent report card, 4) mortgage/lease and 5) Authorization for release/exchange of record information.** | | | |
| **REASON FOR REQUEST** (Please provide a brief explanation): | | | |
| Are there siblings already enrolled in Roanoke County Public Schools? ❑ Yes ❑ No  If so, where? | | | |

|  |  |  |
| --- | --- | --- |
| **NAME OF PERSON MAKING REQUEST** | **RELATIONSHIP TO STUDENT**  ❑ Parent (with legal custody)  ❑ Legal guardian  ❑ Other (specify) | |
| **HOME ADDRESS**    **City State Zip** |
| **BEST CONTACT NUMBER** | **PARENT/GUARDIAN EMAIL ADDRESS** |

|  |  |
| --- | --- |
| My signature on this request verifies all information to be true and confirms my understanding of the following:   1. I have read in its entirety and fully understand the Roanoke County School Board Resident and Nonresident Policy (7.02). 2. I understand and agree that all required documentation must be submitted before transfer request will be considered. | |
| **PARENT/GUARDIAN SIGNATURE** | **DATE** |

**Completed applications can be mailed to: Tammy Newcomb, Executive Director of Administration**

**Roanoke County Schools**

**Attn: Student Transfers**

**5937 Cove Road**

**Roanoke, VA 24019-2403**

**Please call Paula Williams at 540-562-3900 ext. 10120 or email pbwilliams@rcps.us with questions.**

Office Use: