

PLEASE FILL IN COMPLETELY

**New Hanover County Schools  
Student Support Services  
6410 Carolina Beach Rd  
Wilmington, NC 28412**

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**APPLICATION FOR TRANSFER**

(SUBMITTED AFTER MAY 1, 2019 AND DOES NOT GUARANTEE AN AUTOMATIC APPEAL IF DENIED)

FOR \_\_\_\_\_ GRADE STUDENT (Grade that student will be in when assignment takes place)

STUDENT \_\_\_\_\_ AGE \_\_\_\_\_ RACE \_\_\_\_\_  
Last Name First Name Middle Initial

STUDENT ID # \_\_\_\_\_ 18/19 SCHOOL ATTENDED \_\_\_\_\_

19/20 ASSIGNED DISTRICT SCHOOL \_\_\_\_\_

PARENT/LEGAL CUSTODIAN \_\_\_\_\_  
Last Name First Name Relationship to Student

\_\_\_\_\_ Address Apt # City State Zip

\_\_\_\_\_ Home Telephone Other Telephone - Parent/Custodian Other Telephone - Parent/Custodian

TRANSFER REQUEST FOR \_\_\_\_\_ SCHOOL

REASON FOR TRANSFER: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In order to be granted a school reassignment (transfer) on the basis of a hardship a parent must demonstrate a serious and continuing hardship which cannot reasonably be eliminated or reduced by means other than a reassignment. Even if a hardship is shown, the reassignment request may be denied if the reassignment would interfere with the orderly and efficient administration of the New Hanover County School System in general or the requested school in particular. Additional information regarding the Guidelines for Student Reassignment on Grounds of Hardship may be found on the NHCS webpage, [www.nhcs.net](http://www.nhcs.net), click on tab labeled Parents and under the Highlights section.

**Criteria for priority consideration: (Please check if applicable)**

- \_\_\_\_\_ 5<sup>th</sup> or 8<sup>th</sup> Grade Privilege (Eligible to remain at the current school providing the student has been enrolled for the past two complete school years)
- \_\_\_\_\_ Senior Privilege (Eligibility for senior privilege begins the first day of the second semester of the student’s junior year for those students who have moved out of county)
- \_\_\_\_\_ Student has applied and/or been accepted into one of the *High School Signature Programs* (Pre DP/International Baccalaureate /Pre Lyceum/Lyceum Academy/Marine Science Academy/STEM)
- \_\_\_\_\_ Valid Contract (**Building contract MUST include a closing date with occupancy to occur within 120 days from the first day of school**)
- \_\_\_\_\_ Is your child served by an IEP (Individual Education Plan)? Yes \_\_\_\_\_ No \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**By my signature, I understand that I AM RESPONSIBLE FOR TRANSPORTATION TO AND FROM SCHOOL in a timely manner. Incomplete applications will be returned.**

**OFFICE USE ONLY:**

**ASSISTANT SUPERINTENDENT’S RECOMMENDATION BASED UPON NC GENERAL STATUTE 115C-369 AND NHCS BOARD POLICY 8120.**

Signature : \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

- ▶ PLEASE USE ONE APPLICATION PER STUDENT. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
- ▶ ONLY ONE TRANSFER PER STUDENT PER YEAR IS ALLOWED.

APPLICATION FOR REASSIGNMENT; NOTICE OF DISAPPROVAL; HEARING BEFORE BOARD

- (a) The parent or guardian of any child, or the person standing in loco parentis to any child, who is dissatisfied with the assignment made by a local board of education may, within 10 days after notification of the assignment, or the last publication thereof, apply in writing to the local board of education for the reassignment of the child to a different public school. Application for reassignment shall be made on forms prescribed by the local board of education pursuant to rules and regulations adopted by the board of education. If the application for reassignment is disapproved, the local board of education shall give notice to the applicant by registered or certified mail, and the applicant may within five days after receipt of such notice apply to the local board for a hearing. The applicant shall be entitled to a prompt and fair hearing on the question of reassignment of such child to a different school.
- (b) The local board of education shall make a final determination on the question of reassignment. The board of education may establish initial hearings prior to the final determination. If the board of education establishes initial hearings, the board of education shall designate hearing panels composed of not less than two members of the board to hear such appeals in the name of the board of education, and may designate a hearing officer to hear such appeals for fact-finding and a recommended decision, or may designate both. If both are designated, an applicant must select the entity to hold the hearing. The hearing panel's recommendations or the hearing officer's recommended findings of fact and recommended decision shall be submitted to the board of education for final determination.
- (c) At the hearing the local board of education shall consider the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which reassignment is requested and the instruction, health, and safety of the pupils there enrolled, and shall assign said child in accordance with such factors. The local board shall render prompt decision upon the hearing, and notice of the decision shall be given to the applicant by mail, telephone, telefax, e-mail, or any other method reasonably designed to achieve notice. (1955, c. 366, s. 3; 1956, Ex. Sess., c. 7, s. 3; 1981, c. 423, s. 1; 1987, cc. 406, 791; 2007-501, s. 1.)

Policy: 8120

**STUDENT SCHOOL ASSIGNMENT**

The parent or guardian of any student, or the person standing in loco parentis to any student, who is dissatisfied with the initial assignment made by the New Hanover County Board of Education may, within ten (10) days after notification of the assignment, or the last publication thereof, apply in writing to the Board for the reassignment of the student to a different public school within the New Hanover County School system. Students who are not eligible for reassignment under the Board's Student Assignment Plan may apply to the Superintendent or designee for a transfer pursuant to the Student Assignment Plan.

Any student, who is the victim of a violent criminal offense, as defined in Policy 8122 Persistently Dangerous Schools, committed on the grounds of the public school within the New Hanover County Schools, which he or she attends, shall be allowed a transfer to another school in the system, as determined by the Superintendent or designee, as long as there is another school within the system that offers instruction on the student's grade level. The parent or guardian may apply in writing to the Board for the transfer of the student to a different public school pursuant to this paragraph. In the event of such a transfer, the Board will not provide transportation.

Any student, who accepts an alternative assignment in a school under open choice application, year round, or magnet, is assigned to that school for the entire school year. (See the Student Assignment Plan approved by the Board for definitions @ [www.nhcs.net](http://www.nhcs.net).) Reassignments or transfers back to the original assigned school are not permitted, except as allowed under the Student Assignment Plan approved by the Board.

Application for reassignment or transfer shall be made on approved forms prescribed by the Superintendent or designee, pursuant to this Policy. If the application for reassignment is disapproved, the Board shall cause notice to be given to the applicant by registered or certified mail, and the applicant may within five (5) days after receipt of such notice apply to the Board for a hearing, and shall be entitled to a prompt and fair hearing on the question of reassignment of such student to a different school. The Board may designate hearing panels composed of not less than two (2) members of the Board to hear such appeals in the name of the Board. The panel's recommendations shall be submitted to the Board for final determination. At the hearing, the Board shall consider the best interest of the student, the orderly and efficient administration of the public schools, the proper administration of the school to which reassignment is requested and the instruction, health and safety of the students there enrolled, and shall assign said student in accordance with such factors. The Board shall render prompt decisions upon the hearing, and notice of the decision shall be given to the applicant by mail, telephone (with written follow up), telefax, e-mail, or any other method reasonably designed to achieve notice.

LEGAL REFS: NCGS §115C 364-370  
20 USC 7912 and State Board of Education Policy HRS – A – 006  
CROSS REF: Policy 8122 Persistently Dangerous Schools

Adopted: prior to 1986  
Revised: 01/12/88, 07/05/88, 01/08/91, 06/02/92, 06/03/97, 04/06/99, 02/03/03, 08/02/04, 06/04/07, 04/05/11, 03/06/12

New Hanover County Public Schools, Wilmington, North Carolina