

TRANSFER GUIDELINES

ELIGIBILITY

1. Parents and students should realize that a transfer is a privilege granted by the Marshall County Board of Education and is for the purpose of enhancing the educational opportunity of each student who is approved.
2. Student consideration is on a first come first serve basis. Applications will be accepted the first Monday after Spring Break.
3. Approval is on a student-by-student basis with no consideration of other family members.
4. Applications will be considered in order of date of application, with employee's children given first consideration.
5. Each application will be stamped when received by the Director of Pupil Personnel.
6. Students with an identified disability as per Kentucky Department of Education regulations who need special programming consideration must be approved by the Director of Special Education, school Principal, and Director of Pupil Personnel.
7. Applications will not be processed until class size can be reasonably determined.
8. Students shall have demonstrated good behavior, good attendance, and an effort to learn before requesting a transfer.
9. Non-resident parents are responsible for transportation.
10. Student participation in athletics/extra curricular shall be governed by KHSAA regulations and local administration regulation.
11. Non-resident students shall reapply between elementary, middle and high school as long as they are in good standing with regard to discipline, attendance and transportation.
12. Expelled non-resident students will not be accepted by Marshall County Public Schools.

CLASS SPACE PRIORITIES

1. Students who reside in the established area zoned for that school (resident students).
2. Students who reside in the Marshall County School district but outside the area zoned for that school (in-district transfer students).
3. Students who reside outside the Marshall County district but in the State of Kentucky with a district we have an agreement to transfer ADA moneys.

REVIEW OF TRANSFER

1. Transfer status may be revoked at the end of the semester if: a) discipline, b) attendance, c) transportation becomes a significant problem. **Status may be revoked immediately for a severe disciplinary violation.**
2. Parents shall be given prior written notification that non-residency status will be revoked.

STUDENTS WHO MOVE DURING THE SCHOOL YEAR

Students whose parents move during the school year may finish the school year under the following conditions:

1. Failure to report change of address may forfeit student's right to continue in the Marshall County Public Schools.
2. Students who move during the school year shall move to the school of residence. Students must apply in order to remain in the departing school providing discipline, attendance, and transportation

does not present a problem.

CLASS SIZE REGULATIONS

Students in Grades: (K-3) 23 : 1 Ratio and coordination with district staffing formula.
(4-5) 25 : 1 Ratio and coordination with district staffing formula.
(6-12) physical space available and at the time of enrollment will not cause the school to exceed maximum class size as defined by KRS 157.360
(6-8) 27 : 1 Ratio and coordination with district staffing formula.
(9-12) 27 : 1 Ratio and coordination with district staffing formula.

1. Applications will not be processed until class size can reasonably be determined.
2. Granting a transfer will not jeopardize the status of a classroom unit at the releasing school.

MIDDLE SCHOOL TRANSFER STUDENTS

1. Students, in good standing, currently enrolled in elementary or middle school under transfer status will be grandfathered under this policy.
2. These conditions will be reviewed annually.
3. Students who have previously played one year of sports in a middle school will be ineligible to play the same sport in Marshall County for one season following the transfer.
4. Parents must fill out an application, and sign a log book that is kept with the Director of Pupil Personnel's secretary at the Marshall County Board of Education, 86 High School Road, Benton, KY 42025, phone number (270) 527-8628. Students will be considered for transfer based on the date stamped in the logbook. Employee's children will be given first consideration as part of the Marshall County Public School's employee benefit program.

HIGH SCHOOL TRANSFER

1. High School principals or their designee handle procedures for transfers.
2. Non-resident or transfer students are interviewed by the principal or designee to determine acceptance or rejection. Final decision rests with the school as a result of this interview.

Students may be rejected for any of the following reasons:

- class size
- discipline
- attendance
- transportation

HIGH SCHOOL PAPERWORK

1. All High School paperwork must be filled out and signed at the school site.
2. High School applications must be signed and dated by the principal or his designee.
3. High School paperwork is then sent to the Director of Pupil Personnel's office. Official notification of acceptance will be mailed to the parents from the Director of Pupil Personnel.

STUDENT TRANSFER REQUEST FORM
(for residents of counties other than Marshall)

Employee of Marshall County Public School _____ Non-employee _____
(Please check one)

STUDENT NAME: _____

BIRTHDATE: _____ AGE: _____ GRADE LEVEL _____ FOR SCHOOL YEAR _____

MARSHALL COUNTY SCHOOL YOUR CHILD WILL BE ATTENDING _____

PARENT NAME: _____

ADDRESS: _____

City _____ State _____ Zip _____ County _____

TELEPHONE NUMBER: (Home) _____ (Work) _____

COUNTY OR SCHOOL DISTRICT OF RESIDENCE: _____

Is your child currently in any type of Special Education class Yes No
(Circle One)

If yes, please specify program your child is in. _____

NOTE: Middle or High School student must bring copy of school transcript to be reviewed by school Principal

REASON(S) FOR REQUEST: _____

I have read and received a copy of the Transfer Guidelines.

_____ Date _____
Parent/Guardian Signature

Mail this form to the: Director of Pupil Personnel, 86 High School Road, Benton, KY 42025

FOR CENTRAL OFFICE USE ONLY

Date received at Central Office _____ Approved () Denied ()

Comments: (Central Office): _____

_____ Principal

Director of Pupil Personnel