

Case # _____ NEW _____ RENEWAL _____

**LAWRENCE COUNTY SCHOOL SYSTEM
STUDENT MOBILITY AND TRANSFER REQUEST FORM**

STUDENT'S NAME _____ **GRADE** _____ **RACE** _____

HOME ADDRESS _____ **PHONE NUMBER** _____
(Home address must be the student's primary residence)

CITY _____ **STATE** _____ **ZIP CODE** _____

Requested Effective Date _____ (*August* for Fall Semester or *January* for Spring Semester)

Current School _____ Requested School _____

Student lives in the _____ (school) attendance zone

I, the undersigned parent/guardian, hereby request that my child be allowed to transfer to the requested school based upon the following provisions in the Student Mobility Policy:

- a. _____ Administrative Transfer
- b. _____ In-county child of School-Based Employee
- c. _____ Out-of-county child of School-Based Employee
- d. _____ No-Child-Left-Behind Transfer
- e. _____ Majority-to-Minority Transfer
- f. _____ Hardship Transfer
- g. _____ Out-of-County Student

(If the request is based on b or c above, please state the school where the employee is employed _____)

Please follow the instructions below based on your ability to provide the requested documents:

I. Access to Supporting Documents - If you are able to provide the documents listed below, please attach them to this document.

1. Current copy of the deed to my property (for homeowners) or a copy of my lease (for renters)
2. A copy of the tax Assessment from the Lawrence County Revenue Commissioner's Office (for homeowners)
3. A current copy of a current utility bill showing name of parent/guardian and property address
4. Letter of Explanation (Administrative Transfer Only)
5. Other documents as required by the Student Mobility Policy

II. No Access to Requested Supporting Documents - *You do not need to complete this section if you provided copies of the documents listed above.* However, if you are unable to provide the documents listed above due to COVID-19, please a check mark next to **one** of the following options:

- [For Renewals ONLY]** I certify that the property on which I currently live is accurately reflected in the deed and the copy of the Tax Assessment from the Lawrence County Revenue Commissioner's Office that I provided to the LCBOE last year.
- I certify that the address listed on this document is my primary address and, I further certify that I can produce a deed and a copy of a Tax Assessment from the Lawrence County Revenue Commissioner's Office as evidence of this fact once the Courthouse has reopened.

NOTE: If your request is ultimately granted and you were unable to provide the requested documents, your transfer will be granted **only** for the Fall 2020 semester, beginning in August. Because your transfer request is based on your certification as to the accuracy of your primary residence, you must provide a

copy of your deed and a Tax Assessment from the Lawrence County Revenue Commissioner's Office as evidence of your address by October 1, 2020, for your transfer to be extended into the Spring 2021 semester. Failure to do so will result in the revocation of your transfer at the end of the Fall 2020 semester

By signing below, I affirm that the information provided in this document is true and correct.

Parent/Guardian Signature _____ Date _____

The transfer application **must be submitted by June 1 for an August effective date, and October 1 for January effective date.** The Student Mobility Committee will then determine which requests are both complete and meet the requirements as outlined in the Student Mobility Transfer Policy. That committee will then submit those requests to the Lawrence County Board of Education for final action.

The Student Mobility Request forms may be hand-delivered or mailed to Lawrence County Board of Education, 14131 Market Street, Moulton, AL 35650. You may contact the Lawrence County Board of Education at (256) 905-2400 for additional information.

*******OFFICE USE ONLY*******

Date Request Received _____ Received By _____

Request and All Requested Information:

Complete _____ Incomplete _____ Incomplete Notice given on _____ (date)

Committee Approved _____ (date) Committee Denied _____ (date)

Board Approved _____ (date) Board Denied _____ (date)

Notification to Parent/Date _____ Certified Mail No. _____ (date)

(Letter Attached)