

IN COUNTY / OUT COUNTY TRANSFER GUIDELINES

Eligibility:

1. Parents and students should realize that a transfer/tuition is a privilege granted by the Hancock 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/time of application, with children of employees given first consideration.
5. Each application will be stamped when received in the Hancock County Central Office.
6. Students with an identified disability as per Kentucky Department of Education regulations and need special programming considerations must be approved by the Director of Special Education.
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. If possible, we will transport from the nearest Hancock County bus stop on our transportation route.
10. Non-resident students need not reapply between elementary, middle and high school as long as they are in good standing with regard to discipline, attendance, and transportation.
11. Expelled non-resident students will not be accepted by Hancock County Public Schools.
12. Students who reside in a district in which Hancock County Schools that do not have a pupil exchange agreement, will be responsible for paying tuition. Tuition rate will be the SEEK base rate for that school year. Failure to maintain payment schedule could result in a revoking of the student's eligibility status.

Class Space Priorities

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

Review of Transfer

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

Students in Grades: (K-3) 20 ÷ 1 Ratio and coordination with district staffing formula.
(4-5) 24 ÷ 1 Ratio and coordination with district staffing formula.

1. Schools/by grade level/closed to in county transfer students are also closed to out of county students.
2. Applications will not be processed until class size can reasonably be determined.
3. Granting a transfer will not jeopardize the status of a classroom unit at the releasing school.

HANCOCK COUNTY PUBLIC SCHOOLS
STUDENT REQUEST FORM
IN COUNTY / OUT OF COUNTY TRANSFER
20 ____-20 ____

Employee _____ Non-Employee _____
(Please check one)

STUDENT NAME: _____

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

PARENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER:(Home) _____ (Work) _____

PRESENT SCHOOL DISTRICT: _____

REQUEST TRANSFER TO: _____

Is your child currently receiving any type of Special Education services Yes No
(Circle One)

If yes, please specify program you child is in _____

REASON(S) FOR REQUEST: _____

I have read and received a copy of the Transfer Guidelines

Parent / Guardian Signature

Return or mail this form to: Nick Boling, Director of Student Services
Hancock County Schools, 83 State Route 3543, Hawesville, KY 42348

FOR CENTRAL OFFICE USE ONLY

Date Received at Central Office _____ Approved () Disapproved ()

Comments: (Central Office): _____

Approved by Director of Student Services

Approved by Principal