

BURKE COUNTY PUBLIC SCHOOLS

2025-2026 Application for Student Transfer

OPEN ENROLLMENT: MARCH 31st - MAY 2nd

During open enrollment, a fee of **\$50** per school is required at the time of application.

After May 2nd, the fee increases to **\$100** per school. Applications are **not** processed until the fee is paid in full.

BE ADVISED:

~Payment is **non-refundable** and does not guarantee approval of transfer.

~Students with poor attendance (excessive absences, tardiness, early dismissals), and/or excessive discipline incidents are **not** eligible for transfer.

~Transfers are not granted to accommodate athletics. Contact the BCPS Director of Secondary Education for clarification.

The following schools are NOT accepting new transfer students. Students within the feeder pattern may apply.

**With the exception of students with siblings already attending, BCPS employees, or extenuating circumstances approved by the director of Elementary or Secondary Education.*

- **Mt. View Elementary**-Students accepted into the Global Immersion Academy will be given instructions regarding transfers.
- **North Liberty School**
- **Heritage Middle School -**
- **Liberty Middle School - Closed only for 8th grade transfers**
- **Freedom High School**
- **Drexel Elementary - Closed for kindergarten & 1st grade transfers**
- **Additional schools may close to transfers during the school year due to enrollment numbers.**

* Check here if you are an employee of BCPS. Location? _____

Parent/Guardian Information:	
Name: _____ <small>(Last Name) (First Name) (middle Initial)</small>	Relationship to Student: _____
Home Address _____ <small>(Number & Street Name) (City) (Zip Code)</small>	
Mailing Address _____ <small>(Number & Street Name) (City) (Zip Code)</small>	
Preferred Phone _____	Alternate Phone _____
Email Address _____	

Student #1	
Name _____ <small>(Last Name) (First Name) (middle Initial)</small>	Date of Birth _____
Grade _____ <small>(2025-2026 school year)</small>	Is student currently enrolled in school? _____ If yes, which school _____
Requesting transfer to: 1st choice: _____ 2nd choice: _____ 3rd choice: _____	

Student #2	
Name _____ <small>(Last Name) (First Name) (middle Initial)</small>	Date of Birth _____
Grade _____ <small>(2025-2026 school year)</small>	Is student currently enrolled in school? _____ If yes, which school _____
Requesting transfer to: 1st choice: _____ 2nd choice: _____ 3rd choice: _____	

Student #3	
Name _____ <small>(Last Name) (First Name) (middle Initial)</small>	Date of Birth _____
Grade _____ <small>(2025-2026 school year)</small>	Is student currently enrolled in school? _____ If yes, which school _____
Requesting transfer to: 1st choice: _____ 2nd choice: _____ 3rd choice: _____	

Reason for requesting transfer: _____

BCPS Board of Education Policy 4150-R

Before an out of county transfer will be considered, an academic release form from the county in which you reside must be submitted. If transfer is approved, completion of the release form is required annually at the beginning of each school year.

Athletic eligibility requires an additional release completed by the school's Athletic Director. This form must also be approved by the NCHSAA.

As the student's parent or legal guardian, I hereby affirm that I have read the Student Assignment and Transfer policy (BOE Policy 4150-R), and that the information I have provided is complete and accurate.

In submitting this request for transfer, I agree to the following conditions:

- **Provide daily transportation to and from school.**
- **Ensure good attendance (*no excessive absences, tardies, and/or early dismissals*)**
- **Ensure good academic progress including completion of homework assignments.**
- **Ensure acceptable behavior, and maintain good discipline.**

If approved, I understand that attendance and discipline records will accompany my child to the receiving school, and that I will still be required to attend any attendance/discipline meetings scheduled prior to this transfer.

I understand that the principal's signature is a recommendation, and that the final approval of this request rests with the Superintendent or his/her designee.

I understand that an approved transfer can be revoked at any time for failure to uphold the conditions listed above, or other considerations within Policy 4150-R.

Signature of Parent/Legal Guardian

Date

Principal

Recommends transfer

Does not recommend transfer. Reason: _____

Signature _____

Date _____

Elementary/Secondary Director

Recommends transfer

Does not recommend transfer. Reason: _____

Signature _____

Date _____

Superintendent/Designee Signature

_____ Recommends transfer

_____ Does not recommend transfer. Reason: _____

Signature _____

Date _____