



## **APPLICATIONS FOR TRANSFER OUTSIDE OF ASSIGNED SCHOOL ZONE**

See Board of Education [Policy 4-13 Student Assignment](#) for transfer policy information.

### **APPLICATION PROCESS**

Applications for transfer outside of the assigned school zone shall be submitted to the Office of Student Assignment electronically, using the online application at [Scribbles](#). Current proof of residence and documentation supporting the request must be uploaded to the application. Additional documentation may be requested. No request for transfer will be considered until all requested documentation is received. Appropriate school level staff may be consulted throughout the application review process.

Students may not enroll in the school being requested until approval of the transfer has been obtained. If a student is new to Union County, the parent will need to complete the online enrollment for the zoned home school using the online registration system, Infinite Campus before requesting a transfer. The online registration system can be found at <https://www.ucpsnc.org/enroll>.

Students whose domicile is located outside the boundaries of Union County will not be permitted to attend Union County Public Schools with the following exceptions: home construction/purchase, children of employees, and/or as required by law. Additionally, pursuant to [Policy 4-19 Domicile and Residence Requirements](#), students “whose domicile is partially in Union County but the street address is in another county, may enroll in the district, upon payment of tuition and release from the other county school system.”

### **PUPIL TRANSFER CRITERIA**

In addition to the transfer request meeting one of the identified reasons, the following criteria will be considered when a request for transfer is reviewed for approval:

- The best interest of the child;
- The orderly and efficient administration of the schools;
- The proper administration of the school to which the transfer is being requests; and

- The instruction, health, and safety of the students enrolled at the school being requested.

School capacity and classroom space are additional factors for consideration during the review process.

- Transfer approvals to schools at 95% capacity or more will not be approved except for employee, sibling, and those required by law.
- The program or course requested must have availability and classroom space in order to receive transfer approval.

Additional factors:

- Any student whose transfer is revoked will not be eligible for a subsequent transfer.
- Any student who requests a transfer will not be eligible if the criteria for revocation are present at their zoned home school. (See the Revocation of Approval section of this document for criteria.)
- Any student who is assigned a long-term suspension shall return to his/her home school at the conclusion of the suspension and will not be eligible for a transfer.

## **REASONS, DOCUMENTATION, LENGTH OF APPROVAL & ATHLETIC ELIGIBILITY**

Student transfer requests may be submitted for the reasons listed below. Approvals must meet criteria specified for the reason for the request. Any transfer approved under Board Policy will expire at the end of the academic year for which it is granted, unless otherwise specifically noted.

### **Educational Need**

Reason: Student's needs cannot be met in the present school assignment.

Required Documentation:

- A statement explaining why the student's needs cannot be fulfilled by any reasonable means within the present school assignment.
- Proof of current residence (e.g., current utility bill, lease or mortgage statement).

Length of Approval:

- Valid for the academic year for which transfer is granted.
- Reapplication for the next school year is required.

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.
- Any student returning to their zoned home school would be ineligible for athletic participation until the following school year.
- No student will be allowed to play the same sport at different schools within the same year absent a bona fide change in domicile.

## **Change of Residence – Kindergarten-Grade 11**

Reason: Domicile changes to another school zone within Union County during the current school year. Moves made prior to the start of the current school year are not eligible for approval under change of residence. If the move is outside of Union County, the student will be removed from UCPS attendance ten (10) days after the school/district becomes aware of the move.

Required Documentation:

- Proof of current residence and date of move (e.g., lease or home purchase closing document).

Length of Approval:

- Kindergarten-Grade 10 approvals are valid for the academic year for which transfer is granted after which the student must enroll in the zoned home school.
- Grade 11 students may remain through the completion of the student's senior year.

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.
- Any student returning to their zoned home school would be ineligible for athletic participation until the following school year.

## **Change of Residence –Grade 12**

Reason: Residence changes to another school zone during the summer prior to or during the 12<sup>th</sup> grade year. The student may remain through the end of the year; however, if the move is outside of Union County, tuition must be paid in full for the student to remain enrolled.

Required Documentation:

- Proof of current residence and date of move (e.g., lease or home purchase closing document).

Length of Approval:

- Valid through the completion of the student's senior year.

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.
- Any student returning to their zoned home school would be ineligible for athletic participation until the following school year.

## **Home Construction or Acquisition**

Reason: Parent(s) or legal guardian(s) are building or acquiring a new home in a different attendance area than the one in which the student is now attending. Request is to transfer to the new attendance zone.

Required Documentation:

- Written statement from the building contractor indicating that the house will be completed and ready for occupancy during the school year for which the transfer is requested and include a calendar date for occupancy in the statement; or, a real estate contract with a calendar date of occupancy during the school year for which the transfer is requested.
- Proof of current residence (e.g., current utility bill, lease or mortgage statement).

Length of Approval:

- Valid for the academic year for which transfer is granted.

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.

## **Children of Employees**

Reason: Children of full-time (minimum of 30 hours/week), benefits-eligible employees of Union County Public Schools or employees for another entity while assigned to work full-time in a Board property through a contractual relationship (i.e. School Resource Officer) may apply for a transfer into a UCPS school.

OR

Children of part-time employees (those employed by the district for less than 30 hours per week) may apply for a transfer into the school where his/her parent is assigned.

Required Documentation:

- Proof of current residence (e.g., current utility bill, lease or mortgage statement).

Length of Approval:

- Valid through terminal grade (i.e. 5<sup>th</sup>, 8<sup>th</sup> and 12<sup>th</sup>), absent a change in the employment status of the employee parent.

Athletic Eligibility:

- 9<sup>th</sup> grade students will be given immediate athletic eligibility only if
  - the transfer is completed on or before July 1;
  - the student is a new resident to Union County;
  - the parent has recently accepted employment with UCPS;
  - or, the transfer is to a school in the cluster where the parent is assigned.

All other 9<sup>th</sup> grade students will be ineligible to participate in athletics until the following school year.

- Rising 10<sup>th</sup>-12<sup>th</sup> graders will be given immediate athletic eligibility only if
  - the student is a new resident to Union County;
  - the parent has recently accepted employment with UCPS;
  - or, the transfer is to a school in the cluster where the parent is assigned.

All other rising 10<sup>th</sup>-12<sup>th</sup> grade students will be ineligible to participate in athletics until the following school year, regardless of when the transfer is completed.

- Any student returning to their zoned home school after July 1 would be ineligible for athletic participation until completion of the current school year.
- Any student that makes a 2nd transfer using the Children of Employees option would be ineligible for athletic participation for 365 days from the time of the transfer, unless the transfer is for a child of an employee whose parent is moved to another cluster by the district and a transfer is requested to allow the child to move with his or her parent.
- No student will be allowed to play the same sport at different schools within the same year absent a change in domicile.

## **Medical Necessity**

Reason: Student has a serious physical, mental, or emotional handicap or illness requesting a school that better meets his/her needs.

Required Documentation:

- Medical statement from student's physician, psychiatrist, or psychologist outlining each of the following:
  - The nature of the handicap or illness
  - The specific reason the student's needs cannot be met by accommodation at the assigned school
  - The specific reasons reassignment to another school will benefit the student more than accommodations for the student at his/her assigned school.
- Proof of current residence (e.g., current utility bill, lease or mortgage statement).

Length of Approval:

- Valid through terminal grade (i.e. 5<sup>th</sup>, 8<sup>th</sup> and 12<sup>th</sup>), absent a change in the medical needs of the student, whichever occurs sooner.

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.
- Any student returning to their zoned home school would be ineligible for athletic participation until the following school year.
- No student will be allowed to play the same sport at different schools within the same year absent a change in domicile.

## **Extreme Hardship**

Reason: Special or unique circumstances, determined to meet policy by the Office of Student Assignment. The following will be considered:

- Student's best interests
- Orderly and efficient administration of the public schools
- Proper administration of the school to which reassignment is requested
- Instruction, health, and safety of the students there enrolled

Required Documentation:

- Evidence of the extreme hardship and need for transfer approval.
- Proof of current residence (e.g., current utility bill, lease or mortgage statement).

Length of Approval:

- Valid for the academic year for which transfer is granted.
- Reapplication for the next school year is required.

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.
- Any student returning to their zoned home school would be ineligible for athletic participation until the following school year.
- No student will be allowed to play the same sport at different schools within the same year absent a change in domicile.

### **Schools Exceeding Capacity**

Reason: Transfer from a zoned school exceeding 20% over capacity to a school that is at least 10% below capacity. (Capacity shall be determined by Union County Public Schools.)

Required Documentation:

- Proof of current residence (e.g., current utility bill, lease or mortgage statement).

Length of Approval:

- Valid for the academic year for which transfer is granted.
- Reapplication for the next school year is required.

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.
- Any student returning to their zoned home school would be ineligible for athletic participation until the following school year.
- No student will be allowed to play the same sport at different schools within the same year absent a change in domicile.

### **Unsafe School Choice under Every Student Succeeds Act (ESSA)**

Reason: Transfer when one of the following conditions exist:

- A school is determined to be “persistently dangerous” (as defined by North Carolina Department of Public Instruction); or
- When it is determined by the principal, after a review of the reasonable evidence, a student was the victim of a violent crime while at school. For the purposes of this policy, “violent crime” shall include the following
  - Assault resulting in serious bodily injury
  - Assault involving the use of a weapon
  - Rape, sexual offense, sexual assault

- Kidnapping
- Robbery with a dangerous weapon
- Taking indecent liberties with a minor.

Required Documentation:

- Evidence of student as a victim of violent crime (as outlined above)
- Proof of current residence (e.g., current utility bill, lease or mortgage statement).

Length of Approval:

- Valid consistent with legal requirements or until the reason no longer applies

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.
- Any student returning to their zoned home school would be ineligible for athletic participation until the following school year.
- No student will be allowed to play the same sport at different schools within the same year absent a change in domicile.

## **Sibling**

Reason: Student transfer based upon the assignment of his/her sibling under the following circumstances:

- Transfer to same school as sibling assigned to a separate setting classroom through the Exceptional Children's Program.
- Transfer to school within cluster where she/he has a sibling currently assigned except if the sibling is in the cluster via the transfer process. This option is only available to middle and high school students.
- A rising Kindergarten student transfer to Dual Language Immersion (DLI) program at the school where his/her older sibling is currently enrolled in a DLI class; however, this application must be completed through the lottery and once accepted, both students must remain in the DLI program to be eligible.

Required Documentation:

- Sibling's name or student identification number.
- Proof of current residence (e.g., current utility bill, lease or mortgage statement).

Length of Approval:

- For a student with sibling in an Exceptional Children's separate setting classroom or DLI, the transfer is valid through terminal grade, or until sibling is no longer in the special program, whichever occurs sooner.
- For the middle and high school student transfer criteria, the transfer is valid through graduation.

Athletic Eligibility:

- Immediate athletic eligibility, regardless of when the transfer occurs.

- Any student returning to their zoned home school would be ineligible for athletic participation until the following school year.
- No student will be allowed to play the same sport at different schools within the same year absent a change in domicile.

## **TRANSPORTATION**

Any student who is granted a transfer under this Policy will not be eligible for transportation, unless required by law. The parent(s) or person(s) having legal custody are responsible for transportation to schools located outside the assigned school zone of residence, except for some Special Program Schools where transportation is provided by the district. The Board of Education will recognize change of legal custody from parents to other persons only if legal custody has been modified by decree or order of a court of competent jurisdiction.

East Elementary School and Walter Bickett Elementary School are exceptions to the rule that parents provide transportation if living out of the assigned school zone. Due to the large number of students moving between East Elementary and Walter Bickett attendance areas during the school year and the close proximity of those two schools, regular school bus services will be provided to children moving from the East Elementary attendance area to the Walter Bickett attendance area and vice versa during the school year. The special transportation will be provided only during the school year in which the move is made. Students must attend the school in the assigned school zone where the parent lives the next school year.

## **ATHLETIC PARTICIPATION**

Students are only eligible to participate in athletics and extracurricular activities at the school to which they are assigned. Therefore, if a student selects a Special Program School, s/he may only participate in the athletics and extracurricular activities, if any, at their special program school.

Under no circumstance will a student be allowed to transfer for the purpose of athletic participation at another school. Students granted transfers by the administration or Board pursuant to this policy will be considered eligible for athletic participation, unless specifically told otherwise. Transfer granted for: Educational Need, Change of Residence, Home Construction, Medical Necessity, Extreme Hardship, Schools Exceeding Capacity, Unsafe School Choice under Every Student Succeeds Act (ESSA), and Sibling will be given immediate athletic eligibility regardless of when the transfer occurs. Any student returning to their zoned home school after a transfer for one of the enumerated reasons would be ineligible for athletic participation until the following school year.

Change of Residence Transfers. If a student moves from one parent's domicile to the other parent's domicile (where parents are separated or divorced with no order addressing physical custody), the student shall be granted one transfer with immediate athletic eligibility regardless of when the transfer occurs. Any future move between domiciles (absent a custody order addressing physical custody), would result in the student being ineligible for athletic participation for 365 days from the time of the transfer.

School Choice and Children of Employees Transfers. 9th grade students granted transfers for these reasons will be given immediate athletic eligibility if the transfer is completed on or before July 1. Students transferring after July 1, or rising 10th – 12th graders, will be ineligible to participate in athletics until the following school year, unless the student is a new resident to Union County, or the parent has recently accepted employment with UCPS. Any student transferring via the Children of Employees option directly to a school in the cluster where the parent is assigned would be given immediate athletic eligibility regardless of when the transfer occurs. Any student returning to their zoned home school after July 1 of the current school year would be ineligible to participate in athletics until the completion of that school year. Any student that makes a 2nd transfer using the School Choice or Children of Employees option would be ineligible for athletic participation for 365 days from the time of the transfer, unless the transfer is for a child of an employee whose parent is moved to another cluster by the district and a transfer is requested to allow the child to move with his or her parent.

For participation in athletics non-parental guardianship will not be recognized where a student has living parents unless:

1. There has been a determination by a court of competent jurisdiction of abandonment of the student by such parent(s) or a determination that the student is a dependent juvenile as defined in G.S. 7B-101(9)
2. The student has been judicially declared a ward of the court, has been identified as an orphan or placed in a foster home by the Division of Social Services (or a comparable agency if out of state) and custody (not guardianship) has been determined by the court or social services agency.
3. A student whose custody has been established by court order or social services agency decision is eligible for participation at the school to which he or she is assigned by the Board.

No student will be allowed to play the same sport at different schools within the same year absent a change in domicile.

The entity approving the transfer (Board or the Superintendent or designee) shall have the authority to consider all extenuating life circumstances and render a decision on athletic eligibility based on those circumstances.

## **REVOCAION OF APPROVAL**

Any student who is granted a transfer and whose behavior or attendance (including full and partial day absences, and tardy arrivals) is later judged by the principal to be unacceptable will have his/her transfer revoked and must return to their home school. Additionally, the following will result in automatic transfer revocations:

- A determination that the parent has provided false information on the transfer application;
- Any assignments to an alternative program or long-term suspension. Once the term of suspension has concluded or the assignment to the alternative program completed, the student will immediately be reassigned to his/her zoned home school;
- Ten (10) unexcused tardy arrivals in a semester;
- Five (5) unexcused absences in a semester; or,
- The parent of the student has engaged in conduct that has resulted in a restriction from accessing school premises.

Any student whose transfer is revoked will not be eligible for a subsequent transfer.

Any student who requests a transfer will not be eligible if the criteria for revocation are present at their zoned home school.

Any student who is assigned a long-term suspension shall return to his/her home school at the conclusion of the suspension and will not be eligible for a transfer.

## **APPEALS**

Appeals of transfer request denials and revocations are handled pursuant to Board of Education Policy 1-18 Grievances, Complaints, and Appeals.

Appeals of the Director of Student Assignment's decision must be made in writing and mailed or hand delivered to the Director of Student Assignment not later than ten (10) calendar days after the notice of the denial. The Superintendent or Superintendent's designee will review the appeal and make a determination within ten (10) calendar days of receiving the notice of appeal, unless further investigation is needed. The Superintendent or Superintendent's designee will not disclose information about other students or employees that is considered confidential by law. The decision of the Superintendent or Superintendent's designee will be communicated to the parent in writing.