



Hertford County Public Schools Request for Release

According to BOE Policy 4130: Discretionary Admissions and Releases, a parent/guardian must request a release of their child from Hertford County Public Schools in order to attend another Local Education Agency district each school year.

If you are requesting a release from Hertford County Public Schools, please complete the following information and return this form to the Hertford County Public Schools Central Office, ATTN: Dr. Sophia Allmond, Director of School Support

Student Name _____ Grade Level _____

Student's Date of Birth _____ Base School _____

Parent/Guardian Name _____

Address _____

City _____ Zip _____

Email _____ Phone _____

I am requesting the above student be released from Hertford County Public Schools in order to attend school in the _____ School System during the 20____/20____ school year.

Reason for release request:

Parent/Guardian Signature _____ Date _____

To be completed by the Superintendent's Office (or Designee):

Approved

This release is approved with the understanding that there is no financial obligation incurred by the Hertford County Board of Education and is contingent upon the acceptance by the school system in which you are planning to attend.

Denied

Reason for denial _____

Superintendent/Designee

Date