

# 2026–2027 CCSD Student Transfer Process: Frequently Asked Questions

The Transfer Application process is managed by the CCSD Office of School Choice, a division of the Office of Accountability. For more information, email [student\\_transfer@charleston.k12.sc.us](mailto:student_transfer@charleston.k12.sc.us) or call 843-937-6582.

## 1. What is the CCSD Student Transfer process?

The CCSD Student Transfer process allows families to request that their child attend a neighborhood school outside of their residential “enrollment zoned” neighborhood school for approved reasons outlined in Board Policy JFABC. This process does not include the Magnet Schools, Charter Schools or Special Programs at Schools which require application through the annual School Choice Application process. The [CCSD Student Transfer webpage](#) is updated annually.

## 2. When is the 2026–2027 Student Transfer application window?

- **Transfer Application Window:** March 1, 2026 (12:00 p.m. noon) – March 31, 2026 (12:00 p.m. noon)

All transfer applications must be submitted through the [District \(SchoolMint\) Application Portal](#), which will be open during the published application window.

## 3. What CCSD neighborhood schools are available for transfer applications?

Parents can submit student transfer applications for any neighborhood school. A list of the CCSD schools expected to have space to accept transfer students changes annually based on anticipated enrollment projections is posted on the district website. Please visit the [CCSD Transfer webpage](#) annually for an updated list of schools.

## 4. How many schools options can I request during the transfer process?

- During the application window, parents may request up to **two** school options.

## 5. What are the approved reasons for requesting a student transfer to a different neighborhood school?

Approved reasons include:

- Access to academic programs not offered at the current school
- Documented health reasons
- Proximity to parent/guardian's workplace
- Sibling attending the requested school
- Before/after school care needs
- Previously attended the requested school
- Planned relocation during the school year
- Removal from negative peer influences

*Please clearly state the reason in the application's comment section. Attachments are not accepted.*

## **6. What happens after I submit my transfer application?**

An internal Transfer Review Panel will determine whether your application meets the transfer criteria. If it meets the criteria, the transfer application will be entered into a **lottery** for available seats at the requested school(s).

## **7. How are transfer application lottery priorities determined?**

If the request meets the criteria, applications are ranked in the following order:

1. CCSD employees
2. Students with siblings enrolled at the requested school
3. Students from within the attendance zone
4. Students from other attendance zones in Charleston County.
5. Students from outside Charleston County (with a release from their home district)

## **8. When will I be notified of the transfer application outcome?**

Decision notifications for the March 1-31 applications process should be expected by May 30, via email through the [District \(SchoolMint\) Application Portal](#). Students will be placed on either:

- An Offered List
- A Waiting List

## **9. What do I do when/ if I receive a transfer seat offer?**

You must accept the seat within 10 days of receiving an offer. The acceptance notification will be sent in the manner (either email or text message) you requested when you completed the transfer application in the [District \(SchoolMint\) Application Portal](#). You must accept the seat through the application portal. If not accepted within the 10 days, your child's seat offer may be

automatically declined, and offered to the next student on the waiting list. If this occurs, you will not be able to regain the seat.

### **10. What if my application is denied?**

If the review panel rules that the application does not meet the criteria for a transfer, the transfer request will be denied. Parents wishing to appeal the review panel's denial may appeal this decision to the appeal officer within ten days upon receiving notification of the denial. No additional information may be submitted to the appeal officer for consideration during the appeal process. If parents do not agree with the appeal officer's decision, they may appeal to the CCSD School Board. No additional information may be added to the appeal to the CCSD School Board. After all applications received by March 31<sup>st</sup> have been reviewed and appeals have been decided, lotteries for each school will be run.

### **11. How are late applications handled?**

The Transfer application window is March 1- March 31, 2026. There is no scheduled late application cycle.

### **12. How long is an approved transfer valid?**

Transfers are typically valid through the final grade level of the school/building. For example, an elementary school transfer remains in effect through 5th grade, a middle school transfer will end at 8th grade, and a high school transfer will continue through graduation. Failure to adhere to the Student Transfer Contract, poor attendance, and changes in school capacity may impact a transfer student's ability to continue at a school.

### **13. Do I need to reapply when my child moves to middle or high school?**

Yes. New transfer applications are required for transitions from one school level to the next school level or building.

- Elementary School transitioning to Middle School
- Middle School transitioning to High School

### **14. Can a transfer be revoked?**

Yes. Transfers may be revoked for reasons such as:

- School rezoning
- Overcrowding by zoned students
- Poor attendance or punctuality
- Violating the Student Transfer Contract

### **15. Will CCSD provide transportation for transfer students?**

Families are responsible for providing their own transportation to and from the transfer school. CCSD does not provide transportation for students seated at a neighborhood school through the transfer process.

### **16. What if my child has an IEP or 504 Plan?**

To avoid a perception of bias in the transfer application and lottery decision process, the Transfer application does not ask if the student is served under IDEA or through a 504 plan. CCSD provides reasonable accommodations for all students to access instruction and the educational environment, and offers a continuum of special education instructional programs, including highly specialized programs for students with significant needs, strategically located throughout the district. If your child has been identified as a student who has an IEP, the IEP Team will meet prior to enrollment to consider the educational needs of the student and determine if the transfer school placement is able to meet the requirements of the IEP within the existing continuum of special education instructional programs at the choice school (See 34 CFR 300.116 and 34 CFR 300.114 through 300.120 of the IDEA Regulations).

### **17. What if my child is served through Multilingual Language Services?**

To avoid a perception of bias in the CCSD transfer application process, identifying factors such as race, ethnicity, or home language, the Transfer application does not ask if the student is served under MLL services.

### **18. Will transferring affect my child's athletic eligibility?**

Possibly. Student transfers can impact high school sports eligibility under the South Carolina High School League rules. Please contact the athletic director of the requested high school for more information.

### **19. Where can I get help completing the Transfer application?**

Email the Transfer Office at [student\\_transfer@charleston.k12.sc.us](mailto:student_transfer@charleston.k12.sc.us) or call 843-937-6582 for support. A Transfer Office staff member will assist you.