

## CCSD Student Transfer Process 2026-2027

The Transfer Application process is managed by the CCSD Office of School Choice, a division of the Office of Accountability. For general information, email [student\\_transfer@charleston.k12.sc.us](mailto:student_transfer@charleston.k12.sc.us) or call 843-937-6582. For information specific to an attendance area school or if parents need assistance completing the online application, contact the following:

Transfer Process Support Designee	Contact Number		Assigned Attendance Areas
Tanya Meetze	843-746-2277	tanya_meetze@charlestoncountyschools.gov	Mt. Pleasant (all East Cooper), James Island
Shanikqua Johnson-Smith	843-566-1975	Shanikqua_smith@charlestoncountyschools.gov	North Charleston, West Ashley
Lauren Gandy	843-937-6303	lauren_gandy@charlestoncountyschools.gov	Johns Island, Peninsula, St. Paul's Parish

### [Frequently Asked Questions](#)

The student transfer application window for the 2026/2027 school year will be open from **12:00 p.m. on March 1, 2026, until 12:00 p.m. on March 31, 2026**, via the District Application Portal.

#### **Key Information:**

- **Application Period:** March 1 - March 31, 2026. **How to Apply:** All transfer applications must be submitted through the [District \(SchoolMint\) Application Portal](#), which will be open during the published application timeline. Contact the School Choice Office or your attendance zone office for assistance.
- **Reasons for Transfer:** Clearly state your reason(s) for the transfer, aligning with Policy JFABC. Valid reasons include pursuing specific programs, health needs, parental work location, sibling attendance, childcare needs, previous attendance, planned family relocation, or reasons to remove a student from the influence of others.
- **Review Process:** An internal review panel will assess each application based on established criteria.
  1. **Approval:** Approved applications proceed to a lottery for school admission.
  2. **Denial:** Denied applications can be appealed through the District Application portal within ten days of notification.
  3. **Lottery Priority:** Applications are prioritized in the lottery as follows:
  4. CCSD employees' children
  5. Siblings already attending the desired school

6. Applicants from within the school's attendance zone
  7. Applicants from other attendance zones
  8. Applicants from outside Charleston County (with release from sending district)
- **Notifications:** All communications regarding application status will be sent via email through the District Application Portal. Lottery results are projected to be available by the last week of May.
  - **Offer Acceptance:** If offered a seat, you must accept the seat within ten days to avoid the offer being revoked.
  - **Late Applications:** A late application cycle is not scheduled.
  - **Transfer Duration & Revocation:** Transfers are generally valid through the highest grade level of the transferred school (e.g., through 5th grade for elementary). However, the school board reserves the right to revoke transfers due to rezoning, overcrowding, poor attendance, or violation of the Student Transfer Contract.
  - **New Transfers Required:** Transitions between buildings (E.g. elementary-to-middle and middle-to-high schools require new transfer requests.
  - **Transportation:** Transportation will **not** be provided by CCSD for transfer students.
  - **Special Needs Students:** Students with IEPs or 504 Plans must meet with the school team before enrollment. The receiving school must have seats available in the child's program for the transfer to be completed.
  - **High School Athletic Eligibility:** Student transfers may impact athletic eligibility under the South Carolina High School League rules. Contact the high school athletic director for more information.