

# Enrollment Application for Transferring INTO Franklin County Public Schools

Office of Student Assignment 53 West River Road Louisburg, North Carolina 27549  
919-496-2600 phone 919-496-2104 fax



**INSTRUCTIONS** This form must be completed in black or blue ink.

Any application from a parent or legal guardian living outside Franklin County requesting their son/daughter to attend a Franklin County Public School as a tuition student shall be acted upon by the Board contingent upon the availability of accommodations and facilities, without regard to sex, race, color, or national origin. **Students under suspension or expulsion are not eligible for transfer.** A request to attend Franklin County Public Schools from outside the district must be **RENEWED EACH SCHOOL YEAR. Request for transfer must be received by March 31, 2026.**

School Year Requested \_\_\_\_\_ Student's Grade Level for School Year Requested \_\_\_\_\_

Student's Name \_\_\_\_\_

Does this student receive the following: Special Education Services?  Yes  No 504 Services?  Yes  No

Parent/Legal Guardian \_\_\_\_\_ Phone Number \_\_\_\_\_

Home Address – \*Physical Address of Parent/Legal Guardian \_\_\_\_\_ E-Mail Address \_\_\_\_\_

\*Does the student reside at this address?  Yes  No

Mailing Address (If different from physical address) \_\_\_\_\_

Street \_\_\_\_\_

P. O. Box/Other \_\_\_\_\_

City, Zip \_\_\_\_\_

City, Zip \_\_\_\_\_

It is hereby requested that this student be reassigned

First Request or  Renewal Request

FROM \_\_\_\_\_ School, \_\_\_\_\_ County

(districted school)

(county, if other than Franklin)

TO \_\_\_\_\_ School, \_\_\_\_\_ County

(requested school)

(county, if other than Franklin)

Reason for the Request \_\_\_\_\_

**TRANSPORTATION MUST BE PROVIDED BY PARENTS.**

**TUITION PAYMENTS MUST MEET DEADLINES, Payment Deadlines: Beginning of each semester Students must maintain Franklin Co. School's acceptable standing in academics, attendance and discipline or may be transferred to the assigned school, based on the student's verified/approved physical address. Athletic Waiver from current county must be submitted to play sports.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Custodial Parent/Legal Guardian)

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**To be completed by the Superintendent of the district (or designee) in which the student resides. A yearly tuition fee (assessed each year in June, (currently for 2025-26 @ \$2,756.00), (can expect a small increase each yr) must be paid by the parents on or before the first day of enrollment in Franklin County Schools.** The tuition can be paid at the Central Office, located at 53 West River Rd. Louisburg, NC 27549.

**TO SUPERINTENDENT, BOARD OR DESIGNEE OF RELEASING COUNTY:** Please return this form to the parent so that it may be submitted to the Franklin County Board of Education.

The \_\_\_\_\_ Board of Education approves the release of \_\_\_\_\_ to the Franklin County Board of Education for the \_\_\_\_\_ school year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Franklin County Public Schools Administrative Action

Approved  Yes  No (pending full payment of first semester tuition prior to child's first day of school)

The above-named student has been accepted for assignment to: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_