Student Transfer Request Form

Auxiliary Services

322 Main Street
Laurinburg, NC 28352
For more information, please contact: Abby Massey
910-276-1138

2026-2027 School Year

Student's Name (Last, First, MI)			
Student's Residence Zoned School		School Zone Requested	
Grade in 2026-2027	Prior Discipline: Yes / No	Date of Birth	Race/Ethnicity
Special Education ☐ Yes ☐ No Category_____	Gender ☐ Male ☐ Female 504 Plan ☐ Yes ☐ No	Email: _____ Home Phone _____ Work Phone_____ Ext._____ Cell Phone _____	
Parent's Name(Print)		Signature:	
Physical Address: ☐ Own ☐ Rent _____ _____ City:_____ST_____Zip_____		Mailing Address: _____ _____ City:_____ST_____Zip_____	

Reason for Request

IMPORTANT INFORMATION: Each year applications for transfer will be subject to the regulations in effect at that time. **Transfer requests are granted based on Board policy and space availability**; therefore, parents should carefully consider the potential effect on the family if the transfer is granted. Approval of the transfer request for a student does not guarantee that approval will be granted for his/her sibling either for the same academic year or for future academic years. Upon principal's request, records of excessive absences, discipline problems, or tardiness may be grounds for non-approval, non- renewal, or immediate termination of the transfer application and permission if granted approval. **Parents must provide transportation to and from school (some exclusions may apply). ALL REQUESTS MUST BE SUBMITTED BY JULY 1.**

SCHOOL DISTRICT OFFICIAL USE ONLY		
☐ Request Approved	☐ Request Denied	Date:
Signature of Superintendent or Designee:		

REQUEST FOR CHANGE OF STUDENT ASSIGNMENT GUIDELINES AND POLICIES

All students in Scotland County shall attend school in the attendance district in which the parents, legal guardian or court appointed custodian are domiciled. Students may be reassigned to another school outside their domiciled attendance area according to the provisions of the School Assignment Policy 4150. The following guidelines are to be followed:

1. The request must be made in writing, using the correct form. This form should be turned in to the principal of the school being requested. Each student's information should be on a separate form, with each form fully filled out and signed by the parent, legal guardian, or court appointed custodian.

2. The request must state in detail the reason for the assignment.

3. Reassignments that are approved are for one school year only. **Parents are committing for their child to attend the approved school for the full school year**.

4. **Transportation from home to school, and from school to home, must be provided by the parent, legal guardian, or court appointed custodian. Students will not be allowed to travel by school bus to any address, either before or after school.**

5. **Students and parents must abide by all the rules and regulations of the school**, including, but not limited to, strict adherence to all arrival and departure times. Students must be in good standing in previous school. Principals may request to the Superintendent or designee that the student be re-enrolled in the home district school if these guidelines are not followed for the entire school year.

6. If the request for reassignment is for an extreme medical hardship, (concerning either, parent or child) parent, legal guardian, or court appointment custodian must ATTACH MEDICAL DOCUMENTATION SUBSTANTIATING SUCH A REQUEST. A detailed doctor's statement indicating the specific needs of the child that the school should provide should also be attached. All student information is kept in strict confidentiality according to the Family Educational Rights and Privacy Act (FERPA).

7. **Under no circumstances should acceptance be assumed until formal notification from the superintendent's office or designee is received by the parent/legal guardian.**

8. If request is denied, and parent feels there are extenuating circumstances that should be considered, a written request for appeal should be submitted to the Superintendent's office. According to the NC GS 115C-369, the appeal must be made within five days of receipt of the notice of denial. If the request is denied due to class size at the requested school, every effort will be made to place the child at the second or third choice school, if the parent fills in this field on the form.

Parent, legal guardian or court appointed custodian must be prepared to provide the following information when enrolling a child at any school in Scotland County:

- **a. Child's certified birth certificate**
- **b. Child's Social Security Card**
- **c. Child's immunization records**
- **d. Child's health assessments**
- **e. Custody documentation (if applicable)**
- **f. Proof of residence (Picture Identification plus one or more of the following):**
    1. **Current lease agreement or home contract**
    2. **Current utility bill**

    (Either document must be in parent's, legal guardian's or court appointed custodian's name)