

**BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT**

REGULATION 5035

PUPILS

TRANSFERS AND PLACEMENT OF CHILDREN

Students transferring schools within the District:

When parents/guardians move to a different school zone within the District, they must bring proof of residency to the new school and complete a withdrawal form.

When parents/guardians want their student to attend another school within the District for which they are not zoned, individual school sites will review school choice applications and make a determination based on open enrollment availability and administration of the schools agree it is in the child's best interests. School choice applications will be accepted during a designated application period to be considered for approval for permanent transfer. Students that are zoned for a school will not be provided transportation to a school choice location.

Students transferring from another Nevada district will have information sent through Infinite Campus, while if transferring from out of state:

The following information is required when registering their student:

- a. a state issued birth certificate
- b. medical information
- c. proof of immunizations – WebIZ
- d. proof of residency (energy, gas, or water bill); or current lease agreement
- e. pertinent address and phone numbers of parents/legal guardians, emergency contacts and family doctors
- f. previous school name, address, phone/fax number(s)
- g. special education information, if applicable
- h. certified copies of "Letter of Guardianship or Decree or Order Designating Custodial Parent", if applicable
- i. a notarized statement of "Parents/Court Appointed Guardians Allowing Temporary Authority to Enroll Student", if applicable.

Students who meet the definition of "homeless" will not be required to have all information as a condition of registration and will be assisted, as possible, in acquiring information.

On-Line registration:

New students enrolling in all grades except kindergarten may register their child online at any time by going to the District website: <https://www.hcsdnv.com/families-students/parent-information/registration>.

Source: Humboldt County School District Student Handbook.

Adopted: January 8, 2019

Revised: September 9, 2025; Revised December 9, 2025