

**PITT COUNTY SCHOOLS  
REQUEST FOR STUDENT REASSIGNMENT**

1. *Under policy of the Pitt County Board of Education, with the exception of the Open Enrollment process, students are to attend school in the area of their residence except when hardship may justify transfer.*
2. *This form should be executed by parent or guardian and mailed or delivered to the superintendent or his designee.*
3. *The request will be evaluated and the parent or guardian will be notified as to the committee's recommendation.*
4. *All transfers are contingent on the availability of space in the school. If transfer is approved, it is understood that the parent or guardian is responsible for transportation to the receiving school.*

\_\_\_\_\_  
Name of Student \_\_\_\_\_

Age \_\_\_\_\_ (2016-17) Grade \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_ (Residence)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Student is presently attending \_\_\_\_\_ School

Student resides in \_\_\_\_\_ School District

Request is made for possible reassignment to \_\_\_\_\_  
(parent may request up to three schools)

**List reasons for reassignment on reverse side of this form.**

Is this student in good standing at his/her present school? Yes \_\_\_\_ No \_\_\_\_ If no, please give details on reverse side.

Has this student ever been suspended or expelled from a school? Yes \_\_\_\_ No \_\_\_\_ If yes, please give details on reverse side.

By signing below, I certify that all of the information provided is current and accurate. Also, I understand that if false information has been provided, it may result in the immediate revocation of this transfer.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**For Pitt County Board of Education Use Only**

Approved \_\_\_\_ Denied \_\_\_\_ By: \_\_\_\_\_ Date \_\_\_\_\_

Reason for Reassignment: \_\_\_\_\_

[illegible]

Give explanation if student is not in good standing at his/her school:

---

---

---

---

---

---

Give explanation if student has ever been suspended or expelled from a school: \_\_\_\_\_