



Randolph County Schools

"Purpose, Pride, and Perspective"

40 ELEVENTH STREET, ELKINS, WV 26241
Telephone (304) 636-9150 Fax (304) 636-9157

OUT OF COUNTY TRANSFER REQUEST

Student Name: _____

Application for Student Transfer for School Year _____

1. Transfers are granted on a one year (school year) basis. It is recommended that out-of-county transfer applications be submitted no later than July 1st to be considered for the upcoming school year.
2. No bus transportation is provided when you transfer to a school outside of your home school attendance area.
3. If the student-teacher ratio allowable by WV Code is exceeded, transfer students must return to their respective home schools.
4. Transfer students must observe school rules and regulations and attend school regularly; refusal to do so may result in having their transfer status rescinded.
5. An out of county transfer request requires proof of release from the student's home county BOE and copies of the following: grades, attendance history, and discipline records (attach all to this request). Randolph County BOE must approve entrance into Randolph County Schools. If Randolph County BOE approves, there is no guarantee of placement into the school requested. Add transcript if applicable.
6. Transfer students are subject to the rules and regulations of the West Virginia Secondary Schools Activities Commission.
7. Students must enroll in their county of residence until notified of Board approval.

PART 1:

Please answer the questions below:

- Is student presently receiving special education services? ☐ Yes ☐ No

Randolph County Director of Special Education will need to review your child's IEP prior to this application being processed. (Attendance Director is to notify the Director of Special Education of this request)

- Is this student involved in any legal proceedings for truancy? ☐ Yes ☐ No
- Has this student been suspended from school? ☐ Yes ☐ No
- Has this student been expelled from school? ☐ Yes ☐ No

- If student has been expelled or has been recommended for expulsion, when and where was the expulsion conducted: _____

- Is this a new request for student transfer? ☐ Yes ☐ No
- Is this a **continuation** of a previously approved transfer? ☐ Yes ☐ No

Date of original approval: _____

- Is this a **new** request to transfer into Randolph County? (see #5 above) ☐ Yes ☐ No

PART 2:

NOTE:

Part 2 is not applicable for continuation if Transfer Requests

Part 2 is not applicable for Pre-K students

Part 2 is not applicable for presently enrolled students moving from elementary to middle school or middle school to high school

All others must complete this section

Has this transfer request been discussed with the principal of your home school?

☐ Yes☐ No

Date: _____

Signature of current school administrator or his/her designee: _____

Completed form is to be forwarded to the Attendance Office

PART 3:

Please Print

Student Name: _____ Current Grade Level: _____

Attendance area school (based on current address): _____

Request transfer to school: _____ Grade Level: _____

If high school, number of credits earned: _____

Please state reason(s) for transfer request

[illegible]

Parent Signature

Date

PART 4:

Student Name _____

To be completed by parent or legal guardian:

Date _____

Note: (If applicable) Legal guardian must attach appropriate legal documentation of guardianship to this request

Please Print

Last Name _____ First Name _____
Parent or Legal Guardian Parent or Legal Guardian

Signature of Parent or Legal Guardian _____

Mailing Address _____
Street or post office box

City State Zip

Residence (Do not use post office box)

Address _____
Street

City State Zip

Home Phone _____ Work Phone _____ Cell Phone _____

PART 5: Office Use Only

Return completed form to: **Office of Attendance
Randolph County Schools
40 11th Street
Elkins, WV 26241**

Recommendation

Data Sheet

Tagged in WVEIS

Letters sent

Administrator _____ Date _____

Attendance Director _____ Date _____

Director of Special Education _____ Date _____

