

Student Transfer Request Procedures (In-County or Out-of-County)

Students shall be required to attend the school within the attendance zone where he/she reside. Residence shall be determined by the residence of the custodial parent(s), legal guardian(s), or legally responsible adult or institution. The student must physically reside in the attendance zone and may be required to provide evidence of legal residence, such as: utility bills, rental agreement, property tax receipt, etc. If evidence exists to indicate that residency may not be accurate, the county Attendance Director shall initiate an investigation, which may include visitation to the residence. If it is found student is attending school in the wrong attendance zone, he/she will be transferred to his/her correct school of attendance.

Exception to the attendance zone requirement would involve "exceptional students" who are required to receive specialize educational and related services that are not available at his/her homeschool in area of residence and student(s) that fall within the McKinney-Vento Act. Additionally, a pupil may, because of unusual and justifiable circumstance, be transferred to another school.

Parent(s) who request a transfer for their child(ren) to a school outside of his/her designated attendance zone are responsible for making an application (see Student Transfer Application Form) to the Lewis County Schools' Attendance Director for consideration. The Attendance Director, will work in collaboration with school principal (both home school and transfer school), Transportation, Elementary and Special Education Supervisors in determining availability of space/need and that student(s) meets the requirements of this policy. If the request is approved, parents/guardians will be responsible for transporting the student to and from approved school.

Any request for transfer to a school outside of student attendance zone must be received by the first Monday in June. Note: Request received after the first Monday in June will not be accepted or considered. If this deadline is missed, new request will not be considered until after the completion of the 5th instructional day of the following year. The review of Student Transfer Request Applications will begin thereafter.

Provided there is space available at the school and grade level, the Attendance Director will determine requests based on the priority list first. All other student(s) requests will be considered once the priority list is exhausted. Enrollment in a Pre-Kindergarten site will follow West Virginia Board of Education Policy 2525. Acceptance in a Pre-K program has no bearing on enrollment in any given school for Kindergarten. Submitted Student Transfer Application Forms will be mailed home designated as "approved" or "denied", whichever may be the status.

In order to protect the budget integrity of the Lewis County School system, if at any time during the school year the class size in the school exceeds the state teacher/student ratio limit, the transfer student may be required to return to his/her home school (last in, first out). All transfers are approved contingent on good behavior, faithful attendance, and academic achievement, and must be in compliance with the state/teacher ratio.

The Attendance Director will forward his/her approved requests to the Superintendent for consideration. The superintendent shall have final authority to approve or disapprove any transfer and to rescind or revoke any transfer.

Renewal of any transfer is required annually as per this policy unless an exceptional or McKinney-Vento Act student placement is involved. Parents are responsible for transportation and/or expenses related to the transfer, unless an exceptional or McKinney-Vento Act student placement is involved. Families that change residence within a school year must enroll in the school of their new residence or complete a Student Transfer Application Form to remain in the out-of-attendance zone school.

Requests from an out of county student transfer falls under this policy and WV Code 18-5-16A. When involving two county boards of education, student must acquire permission from both boards and complete a Student Transfer Application Form. All transfers are approved contingent on good behavior, faithful attendance, academic achievement and must be in compliance with student/teacher ratio limitations. Renewal of transfer is required annually. Eligibility for all extracurricular activities are governed by the West Virginia Secondary Schools Activity Commission.