

Lewis County Schools

Student Transfer (In/Out-of-County) Application Form for School Year: _____

Student Name: _____ DOB: _____ Current School/Grade: _____

**** List names of siblings, grade and current school attending if included in this request ****

Sibling Name	Grade	School	Sibling	Grade	School
_____	_____	_____	_____	_____	_____

Sibling Name	Grade	School	Sibling	Grade	School
_____	_____	_____	_____	_____	_____

Parent/Guardian: _____ Telephone Number: _____

Address: _____ City: _____ Zip: _____

E-Mail Address: _____

Leaving School: _____ Receiving School: _____

Reason for Transfer: _____

- As per WV Code §18-5-16A, regarding transfer requests involving two counties, both Boards of Education must approve transfers of non-resident students.
- Parent/Guardian will assume all responsibility for transportation and/or expenses relating to this transfer.
- **Transfer forms must be received by the first Monday in June. Review of Applications will begin thereafter.**
- All transfers must be renewed annually.

Parent/Guardian Signature: _____ Print Name: _____

Principal Signature (Leaving School): _____	Date: _____
Principal Signature (Receiving School): _____	Date: _____
Lewis Attendance Director Signature: _____	Date: _____
Lewis Superintendent Signature: _____	Date: _____
Approved: _____ Denied: _____	Reason Denied: _____

*** Board Action for Receiving or Releasing Out-of-County Transfers Only ***	
Approved: _____ Denied: _____	Reason Denied: _____
Superintendent Signature Transfer County: _____	Date: _____
Approved: _____ Denied: _____	Reason Denied: _____