

## PROCEDURES FOR STUDENT TRANSFER

All parents wishing to transfer a child from one school to another are urged to do so prior to the beginning of the school year.

Unless extenuating circumstances exist, all students should attend the school in their attendance zone. No student shall attend a school outside the attendance zone without the express written permission of the Monroe County Board of Education. Students enrolling in private or parochial school do not have to seek permission for such transfers.

### 1.0 In-County Transfers

It is the policy of the Monroe County Board of Education to maintain at least minimum staffing requirements at each school site. Student transfers in-county, should therefore, first take into consideration enrollment at the school to which the student wishes to transfer.

Also, while it is the intention of the Board to take into consideration individual problems students may have at a particular school, it is rarely in the student's best interests to transfer as a result of one incident, although extenuating circumstances may exist that would warrant this transfer. It is up to the superintendent and the Board to determine if the circumstances warrant the transfer.

As always, parents who do not agree with the board's decision have the option of filing a citizen's grievance in the matter and will be provided with instructions for making such an appeal at their request.

### 2.0 Out-of-County Transfers

It is the intention of the Monroe County School Board to accept out-of-county students in Monroe County if they are students in good standing, if there is room in school to receive the transfer, and if good reason for the transfer can be established. Transfers will be approved contingent upon approval from the home county.

Students from Monroe County wishing to transfer to other counties must also get permission from the county to which they wish to transfer.

### 3.0 Out-of-State Transfers

**Students who reside out-of-state and wish to transfer to Monroe County are required to initially have the Superintendent's approval, followed by Board approval if initially approved by the Superintendent. There is no appeal process for the Superintendent's denial and/or the Board's denial of the request. Consideration of out-of-state requests will be done once a year, and shall take place prior to the first instructional day. It is therefore the requester's obligation to ensure all documents and information has been**

provided to the Superintendent well in advance so that the request can initially be considered by the Superintendent, and then potentially considered by the Board at a regular board meeting prior to the first instructional day (see Procedure guidelines below, 4.0 and Board Policy JEC). Attendance approval requires annual approval by the Superintendent and Board prior to the beginning of first instructional day, therefore it is the requester's obligation again to ensure all documents and information has been provided to the Superintendent well in advance so that the renewal request can be considered by the Superintendent, and then potentially considered by the Board at a regular board meeting prior to the first instructional day.

Out-of-state transfers may be granted by the superintendent or Board, if space is available. For any out-of-state transfer, parents or guardians must pay the average per pupil cost or WV State Aide funding amount per pupil, plus any additional costs if the student has special needs. Attendance may commence only upon verification of paid tuition (annually determined based on per pupil costs required by W. Va. Code 18-5-16 and WVDE Policy 8100).

All transfers are approved contingent on good behavior, faithful attendance, academic achievement and must be in compliance with state pupil/teacher ratio (preference is initially given to 1.0 and 2.0). All transfers may be rescinded at any time during the school year by the parent, Superintendent, or the Board (with a pro rata amount of tuition being returned to the parent), with no right to a hearing and/or appeal process.

#### 3 4.0 Procedure

The first step in the procedure is to write a letter to the superintendent stating the child's name (or children's names) and grade, the school now attending, the school to which the student is to be transferred ,and the reason for the transfer.

The superintendent will then schedule an appointment with the family to determine the particulars of the transfer and then either approve or disapprove of the transfer within three days of the request, as long as pertinent information can be gathered.

At the next regular board meeting, the superintendent would then present to the board a list of recommended transfers for action by the board. Individuals denied transfers by the superintendent may appeal to the Board at its next regular meeting.

No transfer is final until approved by the Monroe County Board of Education.

Adopted by Board of Education Minutes - 11/9/92

Revised by Board Action June 19, 2018

# MONROE COUNTY SCHOOLS REQUEST FOR STUDENT TRANSFER

Student Name: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address (if different): \_\_\_\_\_

Telephone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

School Where Currently Enrolled: \_\_\_\_\_

School Applying to Transfer To: \_\_\_\_\_

Grade Level (on date requesting to begin) \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Date Transfer Should Take Place: \_\_\_\_\_

I understand that approval of my application is contingent upon available space and/or necessary needs availability. I further understand that if such approval is made, I am responsible for travel. If county buses are available and scheduled, which my child can ride, this is available to me on a "space available basis".

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

MONROE COUNTY SCHOOLS CONDITIONS OF APPROVAL OF STUDENT TRANSFER  
(OUT OF COUNTY)

1. Transportation to the school shall be the responsibility of the parent. If county buses are available and scheduled which the student can utilize, this may be permitted on a "space available" basis. Please contact the transportation director at 304-772-3094, extension 326, for information and approval.
2. Student transfers approved by the Monroe County Board of Education are contingent upon the approval of the receiving county. It is the responsibility of the parent to contact the Board of Education of the county to which the student wishes to transfer. A copy of Monroe County's approval will be sent to the receiving county Board of Education.
3. Prior to placing the student transfer on the agenda of a Board meeting, the parent/guardian requesting the transfer must provide reasons in writing for the transfer request. The superintendent may request a conference.
4. Should the superintendent refuse permission to make the transfer, the parent/guardian may approach the Board of Education at any of its scheduled meetings. Meetings are held the first and third Tuesdays of each month at the Monroe County Board of Education Office meeting room at 6:00 p.m. unless otherwise advertised.
5. All transfers are approved contingent on good behavior, faithful attendance, academic achievement and must be in compliance with state pupil/teacher ratio (preference is initially given to 1.0 and 2.0). All transfers may be rescinded at any time during the school year by the parent, Superintendent, or the Board (with a pro rata amount of tuition being returned to the parent), with no right to a hearing.

**Procedure for Student Transfer Monroe County Policy JEC-1**

**3.0 Out-of-State Transfers**

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