

PRESTON COUNTY BOARD OF EDUCATION	Adopted: July 19, 1983
FILE: 11 - STUDENTS File:	Last Reviewed:
11-6 Intra-County Student Transfers	April 2018

Students may transfer from one school to another within the county because of a change in residence, or they may transfer with written consent from the Superintendent's office. When transfers within the county take place, all necessary student records shall be transferred. However, in all cases the school from which a student transfers shall maintain adequate and permanent records to identify the student and to show his or her grade classification at the time of the transfer, the reason for transfer and the school to which the student is transferred.

Parental Request for Transfer:

- ❖ Decisions to grant permission to transfer are based on class size at both the student's school of residence and the receiving school. Parental requests will be granted only under extenuating circumstances. Once denied, the student remains in the school of residence for the entire year. Once approved, the parent must understand that the student may be returned to the school of residence at any time within the school year should the class size at the receiving school exceed limits set by state law. **Parental requests for transfer must be submitted annually to the Preston County Coordinator of Attendance.**
- ❖ Parents of any student that is currently enrolled in a school for the 2018-19 school year that would be considered to be in a school outside of the student’s attendance zone for the 2019-20 school year and/or years after, will be notified in writing of their pending out-of-zone status.
- ❖ These notifications will be provided by May 15th annually. Parents in this situation will be permitted to apply for an in-county transfer for the child as per Preston County Schools Intra-County Student Transfer Policy 11-6.
- ❖ In-county transfer forms will be required to be received by the County Attendance Director by July 1st annually for full consideration. Submissions after July 1st will be accepted; however, will be prioritized beneath on-time submissions.

Enrollment Priority Process:

When considering potential Intra-County student transfers, the following criteria will be used in deciding upon potential placement for the given academic year.

1. Students living within the established attendance boundaries for a school.
2. Students who have previously attended the school.
3. Other enrollment preferences, including:
 - Students who qualify in one of the following preferences shall be given the consideration of the third priority level using a random lottery selection process as site capacity allows:

- Students with siblings already attending the school requested and who will be attending simultaneously for the upcoming school year. The parent/legal guardian completing the transfer request shall provide the name(s) of siblings attending the school. Transfer approval shall be revoked if the claim of having a sibling at the requested school cannot be verified.
- students who are children of an employee of the school being requested; (employee name and employee number must be provided by the parent/legal guardian completing the transfer request)

The Student, Parent, & School & District Administration shall verify the cases above. A transfer approval shall be revoked if the claim of the stated condition cannot be verified.

4. Students who qualify in one of the following preferences shall be given the next consideration using a random lottery selection process:
 - after school care for students
 - child care for siblings of students attending the requested school
 - extreme hardship
 - Students who indicate other preferences shall be given the final consideration using a random lottery selection process. This category shall include preferences such as, but not limited to, proximity to parents' workplace, proximity to relatives, school size,

Transportation: The parent or guardian has the responsibility for the transportation of a student attending a school other than the one that normally serves the student's school attendance area. The one exception to this would be any student currently living in the Fellowsville School Zone, that is currently enrolled or intends to enroll at South Preston School, and would want to continue to attend South Preston School, may use currently existing transportation options.

Appeals Process: Any aggrieved person may appeal the decision of the Superintendent to the Board of Education. The decision of the Board shall be final. (WVC §18-2-5 and §18-5-16)

Amended/Revised: May 26, 1987; July 12, 1999; August 9, 2010; April 22, 2019