

**GILMER COUNTY SCHOOLS POLICY**  
**Title: Student Transfer Within County**

**POLICY # 5118**

**ALL** Student Transfers shall follow the following procedure (returning to your home school is considered a transfer):

The transfer of any student to a school outside the residential attendance district of the student must be approved by:

1. The Principal/Board of the receiving School
2. The Principal/Board of the departing School
3. The Superintendent (s) of Schools, and (Ref: WV State Code 18-5-16 (a) "Upon the written request of any parent or guardian, or person legally responsible for any student, or for reasons affecting the best interests of the schools, the superintendent may transfer students from one school to another within the county. Any aggrieved person may appeal the decision of the county superintendent to the county board, and the decision of the county board shall be final.")
4. The request shall be submitted on the appropriate form, approved and made available by the Gilmer County Board of Education. A student who maintains continuous enrollment will be granted priority on available slots in the classroom as established by the original approval date of the principal. **A new application must be submitted each year.** Any student who is currently enrolled in an out of district school will retain their position (original approval date).

Request must show that "the education and welfare of a pupil will be enhanced". (be specific). Ref: West Virginia School Law 18-5-16a.

**PROCEDURE** For Enrolling students out of their assigned attendance areas.

**A.** The parent (s) or guardian (s) of the child(ren) must contact both the sending and the receiving Principal/Superintendent to:

1. Request Enrollment
2. Complete necessary forms

**B.** Requests will not be granted if classroom student/teacher ratios exceed the state mandated enrollment maximums {Twenty (20) in PreKindergarten and Kindergarten, Twenty Five (25) in grades one through six}. If a principal suspects that a student lives outside the school attendance zone the principal shall contact the Attendance Director to ascertain the student's actual residence. The Attendance Director may require the parent(s)/guardian(s) to provide documentation of their residence by completing a Residency Affidavit Form.

**C.** The parent(s)/guardian(s) agree to provide transportation for the child(ren) both to and from school on a daily basis meeting the time restraints of the school. The parent(s)/guardian(s) may designate a place

for their child to be picked up and/or left off the bus at an already designated stop or obtain permission from the Transportation Director for a new safe stop along the regular bus route of the new school zone. (The parent(s)/guardian(s), as in the past, can issue a parental note to allow their child to get off the bus at a different stop.) The parent(s)/guardian(s) acknowledge the fact that if the student bus population of the bus were to increase to the extent that exceed the bus limits, students will no longer be eligible for this exception.

D. The parent(s)/guardian(s) acknowledge the fact that if the student population of the school were to increase to the extent that exceed classroom limits, students attending out of their designated school attendance zones -shall be transferred back to their home schools.

Transfer of students enrolled most recently would precede transfer of others should the situation dictate this course of action.

E. The parent(s)/guardian(s) will sign a copy of this policy and include it with the completed application form implying:

1. Understanding of the policy and provisions therein.
2. Written agreement to all terms as set forth.

F. No forms/applications will be accepted prior to the second Monday in August of the current school year. Forms must be signed by the school principal first. Any application received on the second Monday in August or prior to that date will be placed in a drawing for seniority date. Any applications received after the drawing will be handled on a first come first serve basis. Any student who is currently enrolled in an out of district school will retain their position (original approval date).

\_\_\_\_\_  
Parent(s)/Guardians(s) Signature

\_\_\_\_\_  
Date

Policy #5118  
Board Approved: 9-27-10

<p><b><u>FOR OFFICE USE ONLY:</u></b></p> <p>Date received:</p> <p>Time:</p> <p>Received by:</p>
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**GILMER COUNTY SCHOOLS**  
**Student Transfer Request - Within County**

**POLICY #5118**

**To be Completed by Parent/Guardian:**

_____ Name of Child	_____ (School) Transfer From
_____ Grade Child Will Be In	_____ (School) Transfer To
_____ Birth Date	_____ Date of Transfer Request
_____ Home Phone	_____ Physical Address
_____ Mailing Address	_____ City State Zip
_____ City	_____ City State Zip
_____ State	
_____ Zip	

Reasons for transfer request (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/ Date

**To Be Completed By Home School Principal:**

As Principal of \_\_\_\_\_ School, I Approve / Disapprove  
( Circle One)

this request for student transfer from our school. This decision is based on:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/ Date

**To Be Completed By Receiving School Principal:**

As Principal of \_\_\_\_\_ School, I Approve / Disapprove  
(Circle One)

this request for student transfer to our school. This decision is based on:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/ Date

Central Office Use Only:

Approved      Disapproved

Recommended to Board:  
Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent / Date

Approved                      Disapproved

**GILMER COUNTY SCHOOLS**  
**Student Transfer Request – Out of County**

**POLICY #5118.1**

Ref. WV State Code 18-5-16 (b) Transfers between counties; legislative findings.  
**(1) Transfers of students from one county to another may be made by the county board of the county in which the student desiring to be transferred resides. The transfer shall be subject to the approval of both the board of the county in which the student resides and the board to which the student wishes to be transferred.**

**TO BE COMPLETED BY PARENT/GUARDIAN**

Parent/Guardian Name \_\_\_\_\_ School Year \_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name of child/children (include last name)

Name:	Grade:	Birth date:
Name:	Grade:	Birth date:
Name:	Grade:	Birth date:
Name:	Grade:	Birth date:

I would like to make the following transfer request for the student(s) listed above. (check one)

\_\_\_ Transfer student(s) **from** Gilmer Schools to \_\_\_\_\_ County Schools.  
 \_\_\_ Transfer student(s) **to** \_\_\_\_\_ from \_\_\_\_\_ County Schools.  
 ( Name of Gilmer County School)

Reason for transfer request (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Parent/Guardian Signature                      Date

**TO BE COMPLETED BY SCHOOL PRINCIPAL**

As Principal of \_\_\_\_\_ School, I Approve/Disapprove this student transfer request. (circle one)

My decision is based on: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Principal's Signature                      Date

**CENTRAL OFFICE USE ONLY**

Approved/Disapprove \_\_\_\_\_  
 Superintendent's Signature                      Date

Recommended to Board of Education:  
 Date \_\_\_\_\_ Approved                      Disapproved

# Gilmer County Schools

## Residency Affidavit Form

1. I, \_\_\_\_\_ attest that my primary residence is in the \_\_\_\_\_ school zone.

2. I certify that the following person(s) are residing full time at the address listed below.

\_\_\_\_\_  
Name(s) of Parent(s) or Guardian

\_\_\_\_\_  
Child(ren)Name(s)

\_\_\_\_\_  
Street Address City Zip Code

3. I agree to provide to the school ONE of the following items in my name for the property address listed above for proof of residency:

- A current mortgage statement
- A current lease or rental agreement
- Current governmental agency mail (county, state, or federal)
- A current gas, water or electric bill

Current is defined as within the past 30 days.

I understand that this statement is being made in order to provide proof of residency so that the above named child(ren) may be admitted to \_\_\_\_\_ School.

4. As the enrolling parent(s)/guardian, I, \_\_\_\_\_, attest that I do not live in any other residence. I also attest that the living arrangement is not solely for the purpose of establishing school attendance eligibility.

**This Residency Affidavit will expire as of June 6, 2011 (the last day of the school year).**

5. Each person executing this affidavit authorizes the Gilmer County Board of Education to verify the information provided herein, including the address from any social service agency, gas, water, or electric utility. Each of the undersigned authorizes such agency or utility to provide any requested information to verify any representation made herein.

6. I understand that a student admitted under false information is illegally enrolled and will be dismissed or reassigned by the Gilmer County Board of Education upon discovery. Further, I understand that a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement of entry, in any matter, will be prosecuted for false swearing.

I have read and understand the above:

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_.

(seal)

\_\_\_\_\_  
Signature of Enrolling Parent      Date

Approved:

\_\_\_\_\_  
School Administrator or Designee      Date