

Policy JFABC Admission of Intra-District Transfer Students

Issued 10/18

Purpose: To establish the basic structure for the transfer of students within to the district.

The school board establishes attendance zones which define the school a child is expected to attend based on the location of the child's residence. The school board delegates the authority to grant intra-district transfers to the superintendent or his/her designee.

The district will consider transfer requests under the following circumstances:

- Students living in any given attendance area will have first choice for school attendance in that area.
- The parents/legal guardians desiring to transfer a child to a school in another attendance area must submit a request in writing to the superintendent or his/her designee on or before August 1st of each school year. This request must be made on the Request for Transfer/Release form and must specify the school they wish their child/children to attend.
- Principals from both schools must be in agreement with the transfer of the student. In the case of a student with a disability, the IEP team must also be in agreement with the transfer. If both of the schools' principals are not in agreement with the transfer of the student and/or if the IEP team determines that a transfer is not appropriate, the superintendent may rescind the decision of either principal and return the student to his/her home school.
- If the transfer is granted, all of the school rules must be observed. If school rules are not followed, the student will be returned to the school in his/her attendance area.
- Students will not be allowed to change schools after August 1st, except for semester courses, change in residence, or special cases as approved by the superintendent or his/her designee.
- Parents/Legal guardians must complete a Request for Transfer/Release form each school year for a student to be considered for a transfer. Students do not have any right to remain at a school for which they are not zoned from one year to the next. The district may refuse a transfer for a subsequent year if class size would increase to a number that is not in accordance with board policy or which otherwise adversely impacts the receiving school. This provision applies to any student who is not attending his/her school of residence, including children of district employees.

Elementary and Middle

A student may not transfer to a school out of his/her attendance area if their enrollment will mean class size will be greater than 25 in academic subjects or if the requested transfer will cause the size of the class where he/she will be leaving to be less than 15. If the transfer is granted and a new student moves into the attendance area causing the class size to exceed 25 students before the end of the first semester, the last student(s) transferring in must return to the school in his/her attendance area.

High School

Requirements of the South Carolina Department of Education Regulation R-43-234 (Defined Program, Grades 9-12) governing class size will be followed for students requesting a transfer within the district. If class size exceeds this maximum, the student's request will be denied.

A student may not transfer to a school out of his/her attendance area for the purpose of improving class rank. All transfer requests must be approved by the principal at both the sending and receiving school. If a student's home high school does not offer a specific course in a student's personalized pathway, the student may attend the other high school in the district for that class period(s). Students need to be prepared to provide their own transportation if district transportation is not available.

High school sports

The high school league guidelines state that if an eligible student in an established residence transfers to a non-residence attendance zone, he/she is not eligible to play sports in that attendance zone for one year. However, if he/she could change place of residence into that attendance zone, he/she may continue to participate in sports.

Students transferring from their attendance area will provide their own transportation.

The parent/legal guardian is required to sign a Transfer Agreement Form before being allowed to transfer to the requested school.

The following transfer requests will receive priority consideration:

- lack of course offerings
- childcare availability
- parental hardship
- medical/psychological - superintendent or his/her designee will confer with student and parent/legal guardian

Extraordinary circumstances under which a transfer may be granted include the following:

- Transfers necessitated by parental separation that mandate the parent awarded custody to move out of the previous attendance area for the remainder of the school year.
- Death or serious illness necessitating removal to another attendance area for the convenience of the temporary guardian.
- Transfers authorized by the superintendent that are deemed necessary to avoid disturbance of the peace, riot, or civil disturbance.
- Such other circumstances that the board, through its designee, the superintendent, may deem necessary in order to insure the best interest of the student and the school system in general.

Adopted 10/24/06; Revised 10/23/18

Legal References:

S. C. Code of Laws, 1976, as amended:

Section 59-19-90(9) - Authority of board to transfer and assign students.

Section 59-19-510 - Parent/legal guardian's right to appeal certain adverse decisions to the board.

Sections 59-63-30, et seq. - Qualifications for attendance.

Section 59-63-210 - Grounds for suspension, expulsion, or transfer students.

Section 59-63-217 - Barring enrollment of student on the basis of adjudication of delinquency.

Section 59-63-250 - Transfer of students in lieu of suspension or expulsion.

Section 59-63-425 - Transfer of high school students who are victims of physical abuse, harassment, or stalking by a classmate when restraining order is violated.

Section 59-63-470 - Transfer of students when enrollment threatens to disturb peace.

S.C. State Board of Education Regulations:

R43-273 - Transfers and withdrawals.

Abbeville County School District
