

(P) S.5.2 In County Student Transfers

Eligibility:

Pendleton County Board of Education implements the requirements of §18-5-16 which stipulate that all county school systems shall enroll non-resident students in their schools. Nonresident enrollment in Pendleton County Schools shall be subject to availability of space in a desired school or classroom. If the desired school or classroom is full, the student will be enrolled in another school or classroom in the county. It shall be cost free and enrollment does not require approval of the board of education of the students' county of residence. Nonresident parents/guardians and students who wish to exercise this option must submit an application between March 1 and June 30 for the upcoming school term. Forms are available in the central office of Pendleton County Schools and on the county web site.

In-County Transfer:

A parent may request to transfer within Pendleton County Schools. This means you live in an attendance zone for Franklin Elementary, Brandywine Elementary or North Fork Elementary, but you choose to attend a school outside of your attendance zone within Pendleton County. Requests must be made on a yearly basis for transfers within Pendleton County Schools. To transfer within Pendleton County a parent must:

- Submit a "Open Enrollment In-County Transfer Application"
- Applications are due by June 30, yearly.
- Requests must be signed by both principals.
- Once transfer is approved student must remain in the same school unless contingent issues arise during the year.

It is the parents' responsibility for transportation and/or expenses relating to this transfer. Pendleton County Schools will approve transfers contingent on:

- regular school attendance
- abiding by the school policies
- academic achievement
- the state pupil/teacher ratio

In the event that an issue would arise with attendance, any school policies, or if the class size in the school exceeds the state teacher/student ratio limit, the privilege of attending chosen school within Pendleton County may be revoked.

In considering enrollment requests, priority may be given to: Siblings of students already enrolled through the open enrollment policy; Secondary students who have completed 10th grade and, due to family relocation, become nonresident students, but express the desire to remain in a specific school to complete their education; Students who are children, grandchildren, or legal wards of employees.

PENDLETON COUNTY SCHOOLS
OPEN ENROLLMENT IN COUNTY TRANSFER APPLICATION

Student's Full Name: _____

Student's Date of Birth ____/____/____ Grade level for 2023/24: _____

Parent/Guardian Name _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Transfer From _____ Transfer To _____
(School and County student SHOULD attend) (School student is REQUESTING to attend)

School student attended last school year (2022-2023) _____

Please indicate if the applicant has sibling(s) currently enrolled in Pendleton County Schools under Open Enrollment.

Sibling Name: _____ School enrolled _____

Is your child currently eligible for and receiving special education services? Yes or No

Is your child currently being evaluated for special education services? Yes or No

Is your child currently receiving English Language Learning services? Yes or No

Is the student currently suspended/expelled from another school? Yes or No

If yes, when will the suspension/expulsion be complete? _____

*I certify the above information is true.

Signature of Parent of Guardian*

Date Signed

*By signing and submitting this application for open enrollment I authorize the county in which I seek to enroll my child to contact the county/school in which my child is currently enrolled to discuss my child's educational records, including special education services and other specialized educational needs. *Knowingly providing false information on this form will invalidate the application.*

In the event that an issue would arise with attendance, any school policies, or if the class size in the school exceeds the state teacher/student ratio limit, the privilege of attending chosen school within Pendleton County Schools may be revoked.

RETURN TO: PENDLETON COUNTY SCHOOLS

PO BOX 888

FRANKLIN, WV 26807

Applications accepted March 1 through June 30 for the upcoming school term.

CENTRAL OFFICE USE ONLY:

Received: _____

Signature of Attendance Director

Date

Received: _____

Signature of Superintendent

Date

School Name

Principal's Signature

Date

School Name

Principal's Signature

Date

_____ **APPROVED**

_____ **DENIED**

If denied, indicate reason:

_____ Lack of grade-level capacity

_____ Application was not properly completed or otherwise submitted incorrectly. The following must be corrected if the application is resubmitted: _____

_____ Student has committed a Level 3 or Level 4 inappropriate behavior as defined by West Virginia Board of Education Policy 4373 in the last year.

_____ Lack of programs or services due to areas identified in the county board critical need policy.

ACTIONS (Provide dates)

_____ Written notification provided with a reason and explanation for the denial to the parent within three days.

_____ In County Transfer Appeal information (WVBE Policy 7212) provided to the parent

_____ A copy of all materials provided to the parent or guardian provided to the West Virginia Department of Education within three days of the decision.