**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.

When considering requests of nonresidents for admission to Monroe County Schools, preference will be given to the following students over applicants not meeting these specific criteria:

- Siblings of students already enrolled through the open enrollment policy;

- Secondary students who have completed tenth grade or higher, 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;

- Students whose legal residences, though geographically within another county, are more proximate to a school within Monroe County, whether calculated by miles or transportation time;

- Students who reside in a portion of a contiguous county where topography, impassable roads, long bus rides, or other conditions prevent the practicable transportation of the student to a school within the county, and a school with Monroe County is more easily accessible.

Once all admission requirements have been met and the nonresident student is enrolled in Monroe County, transportation arrangements will be made and provided under the following circumstances:

- Students must be dropped off at the first Monroe County Schools’ pickup location available within the county.

For any nonresident student who is admitted to Monroe County Schools pursuant to this policy and has an Individualized Education Plan which specifies a transportation requirement as part of the designated services for the student, the student will be provided transportation in accordance with the requirements of state law, dependent upon circumstances and the agreement of the parent/custodian/legal guardian of the student, to include:

- Transportation provided to and from the school of attendance,

- Transportation will be provided to and from an agreed pickup point on a regular transportation route, or

- Reimbursement for the total miles traveled each day for the nonresident student to reach the school of enrollment.

If the Superintendent denies any application for enrollment from an out-of-county transfer, any such denial shall be in writing, sent to the parent or guardian of the nonresident student and the West Virginia Department of Education within three business days of the decision, and include the reason and explanation for the denial and information on appealing the denial of the application. Any parent or guardian of a student denied open enrollment may appeal to the State Superintendent of Schools the refusal of the Board to accept the transfer of the student. If during the appeal process, the State Superintendent discovers that the education and the welfare of the student could be enhanced, the State Superintendent may direct that the student may be permitted to attend Monroe County Schools.

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.

**Adopted by Board of Education Minutes – November 9, 1992**

**Revised by Board Action \_\_\_June 19, 2018\_\_\_\_**

**Revised by Board Action \_\_September 21, 2021**

**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. 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.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian

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