

# Harrison County Schools (2019-2020)

## Application for a student to attend school outside of their home school attendance area.

One form **MUST** be completed for **EACH** student.

Student's Name \_\_\_\_\_

Student's Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade level during the **2019-2020** school year \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Transfer From \_\_\_\_\_ Transfer To \_\_\_\_\_

**(School and county student should attend)**

**(School and county student is requesting to attend)**

School student attended last school year **(2018-2019)** \_\_\_\_\_

### Reason for request:

Parents work schedule After school child care Recently moved and wish to stay at school already attending.

Other \_\_\_\_\_

If siblings are attending school out of their attendance area, they must also complete a student transfer form.

Have siblings completed a student transfer form. Yes No Please list name of siblings, grade and school they attend.

Sibling Name Grade School

Sibling Name Grade School

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As per WV State Code (Law), 18-5-16A, regarding transfer requests involving two counties, **both** Boards of Education must approve transfers of non-resident students. Harrison County Schools **will not** assume responsibility for transportation and/or expenses relating to this transfer.

For transfers **outside** of Harrison County, parents must complete form from the other county, complete a Harrison County transfer form, have principal sign and date. Both county transfer forms must be completed and stapled together. *At any time during the school year, if the class size in the school exceeds the state student/teacher ratio limit, the student may have to return to his/her home county.*

For transfers **within** Harrison County, parents need to complete transfer form at the school they wish their child to attend and have principal sign. If approved and signed by principal, parent then takes the transfer form to their child's home school for that principal's signature. That principal will sign, date, and forward to the county office to be processed.

All **initial** transfers are approved contingent on good behavior, faithful attendance, and academic achievement, and must be in compliance with state student/teacher ratio. Transfers remain in effect unless rescinded by the Harrison County Board of Education.

Eligibility for all extra-curricular activities is governed by the West Virginia Secondary Schools Activity Commission.

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

**PLEASE READ THE POLICY AND PROCEDURES ON THE BACK OF THIS FORM.**

**IN-COUNTY TRANSFER: FORM MUST HAVE BOTH PRINCIPALS' SIGNATURES BEFORE SENDING TO THE COUNTY.**

**OUT-OF-COUNTY TRANSFER: STUDENT MUST HAVE APPROVAL FROM HIS/HER COUNTY BEFORE ATTENDING HARRISON COUNTY.**

\*\*\* FOR OFFICE USE ONLY \*\*\*

Approved Denied/Reason: Academics Attendance Discipline Student/Teacher Ratio

School Name

Principal's Signature

Date

Approved Denied/Reason: Academics Attendance Discipline Student/Teacher Ratio

School Name

Principal's Signature

Date

**\*\*\* BOTH PRINCIPALS MUST SIGN FORM BEFORE SENDING TO THE COUNTY OFFICE \*\*\***