

# **STUDENT TRANSFERS, WITHDRAWALS, AND RELEASES**

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It is the intent of the Board of Education that all students living within the Orange County School district shall attend school in the district in which they reside. The Board recognizes that there are occasions when a change in a child's assigned school could be necessary. The request to change a school assignment may be accomplished by means of a transfer request. The Superintendent and the Board of Education reserve the right to decline new requests and revoke existing requests for student transfers.

## **Transfer Request Process**

- A. The forms to be used to request a transfer are available either from the schools, the Board of Education Administrative office or online.
- B. Any requests for transfer must be submitted by the student's parent/guardian in writing to the Director of Student Services of the Orange County Schools no later than May 15<sup>th</sup> of each year for the following school year.
- C. Under some circumstances, a student's parent/guardian can request in writing a release for their child to attend school in another school district. These requests for release must be made to the Director of Student Services by July 15<sup>th</sup> of each year for the following school year.

The Superintendent or designee may grant transfer requests in cases of substantial hardship if the Superintendent or designee finds that any of the following exist:

- A. Serious physical, mental or emotional problems. The parent/guardian must submit an affidavit from the student's physician, psychologist, or psychiatrist to support the request.
- B. Substantial concerns for the safety of the student or others in the school.
- C. Extreme circumstances that affect the student's achievement and/or behavior at school.
- D. Transfer request to attend school with a sibling who has been assigned outside of his/her base school to receive special educational services.
- E. Transfer request in order to access specific programmatic offerings. (Students wishing to enroll in the International Baccalaureate Program could request a transfer to Cedar Ridge High School in the spring of their 8<sup>th</sup> grade year.)
- F. Transfer requests based on child care needs with extenuating circumstances.
- G. Transfer requests into schools that are at or exceed capacity will require additional documentation that would support special extenuating circumstances.

The decision of the Director of Student Services shall be provided to the applicant in writing. If approved, the transfer shall be effective for one year only and must be renewed annually by the established deadline. If a transfer is denied, the director will inform the applicant of the appeals process.

## **Transfer Appeals Process**

The first step in the appeals process will be for the applicant to write the Director of Student Services and provide additional documentation. The appeal request will be reviewed by a district review committee. If the request is denied again by the Director of Student Services, the applicant will be notified of this decision by certified mail.

If the applicant wishes to appeal the decision of the Director of Student Services, the applicant should appeal in writing to the Superintendent within five days of receiving notice of the decision from the Director of Student Services. If the Superintendent denies the request for transfer or release, notification of the decision will be sent by certified mail, and the applicant can appeal to the Orange County Board of Education within five days of receipt of the decision. The applicant must make his/her request for an appeal hearing in writing to the Board of Education. The Superintendent will notify the applicant in writing of the time, date, and place of the hearing. The decision of the Board of Education shall be in writing by certified mail to the person(s) who requested the release or transfer within seven working days of the appeal hearing.

## **Transportation**

Transportation for approved transfer students is the responsibility of the parent/guardian.