

## Raleigh County Schools Out-of-County Transfer Request Form

Approval of request will be based on the following conditions:

1. Parent/guardian must request permission for transfer from Raleigh County Schools, as well as, a release from their home county each year.
2. Enrollment must be within the teacher/pupil ratio required by State Code. Should enrollment increase during the school year, there is a possibility that the student will be returned to his/her attendance zone.
3. Satisfactory behavior, regular attendance, and compliance with the State and County Codes of Conduct are required. Student must be in good standing with both the sending and receiving school/county.
4. Parent/guardian of the student must provide transportation to and from school.
5. **Approval does not grant athletic eligibility.**

Student's Full Name: \_\_\_\_\_

Current/Home School: \_\_\_\_\_

Requested School: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Grade Level (at time of start date): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Primary Residence Address: \_\_\_\_\_

Street Address

City/State/Zip

Mailing Address: (if different): \_\_\_\_\_

Street Address

City/State/Zip

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

School Attendance Zone: \_\_\_\_\_ School \_\_\_\_\_

Reason for Request: \_\_\_\_\_

(i.e. Siblings already \_\_\_\_\_

enrolled, special \_\_\_\_\_

circumstances, etc) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail form to:**

105 Adair Street, Beckley, WV 25801

**Or email form to:** [clbarr@k12.wv.us](mailto:clbarr@k12.wv.us)

<b>Approval</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Receiving School Principal	_____ Date
<b>Approval</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Deputy Superintendent – Raleigh County Schools	_____ Date
<b>Tentative Approval</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Superintendent – Raleigh County Schools	_____ Date
<b>Approval</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	RALEIGH COUNTY BOARD OF EDUCATION	_____ Date