

Reasons Why Transfer Requests May Be Approved: Board Policy 6203 permits the administration to approve a transfer when the request:

- a. will improve school utilization and contribute to greater socioeconomic and achievement diversity;
- b. is based on a need for before and after-school care for students in kindergarten through fifth grade (Note that parents may be asked to show evidence that no other options are available to them);
- c. is for a high school student who desires a course of study not covering objectives offered by the base school serving his/her attendance area;
- d. is based upon the health of a student who is severely physically handicapped or who has a serious emotional problem that would make the transfer to another school more appropriate than the original assignment;
- e. is based upon the employment of the parent at the requested school;
- f. is based upon a desire to return to a base school rather than continue at the magnet or calendar option school or previously approved transfer school indicated on the official school assignment form. **(Requests to return to base from magnet or calendar option schools or from a previously approved transfer must be submitted within 10 days of notice of official assignment.)**

Reasons Why Transfer Requests May Be Denied: Board Policy 6203 permits the administration to deny a request for transfer when the request:

- a. is filed more than ten days after the date of the original receipt of assignment;
- b. asks for placement in a magnet school but classes at the school are full and priority applicants have not all been placed;
- c. will contravene (go against) the intent of the Board of Education's current Growth Management Plan;
- d. is based upon a disagreement with school staff regarding school decisions such as grades, homework, discipline, retention, or class assignment.

Appealing Denial of a Transfer Request: If a transfer request is submitted within the ten-day time limit, for either moving into Wake County and registering or moving within the county, and is denied by the administration, the parent may appeal that decision to the Board of Education within five days of receipt of the notice of denial. When the appeal is received by the Office of Growth Management, an appointment to meet with two members of the Board of Education will be scheduled. The parent will have two minutes to present the appeal to the two members of the Board in a private setting, after which the appeal will be discussed and voted upon by a quorum of the Board. The decision of the Board of Education is final and there is no further appeal.

Please provide specific reasons for this transfer request in this box and/or attach additional pages.