WAKE COUNTY PUBLIC SCHOOL SYSTEM

Request for Transfer (2010-2011 School Year)

TR

Form 2803

Complete items 1 through 8 below, sign the form and return to this address: Growth and Planning Department, 3600 Wake Forest Road, Raleigh, NC 27609.
If approved, no subsequent transfer will be approved for this school year; this is your child's final assignment for the entire 2010-2011 school year.

NOTE: THE PARENT ASSUMES RESPONSIBILITY FOR TRANSPORTATION TO AND FROM SCHOOL FOR APPROVED TRANSFERS.

1. Student's Name:_____**Date of Birth:** _____**Student ID/NCWISE #:** _____

2. Name of Parent(s) :_____**Phone: (H)** _____**(W)**_____ **(C)** _____

3. *Residential Address:_____

Street No. Street Name Apt. No. City Zip

***If this is a new residential address for your family: Proof of residence must be attached (current electric, gas, water bill, or signed lease agreement-within last 60 days or purchase contract with closing date).**

Mailing Address (If Different):_____

Street No. Street Name Apt. No. City Zip

4. 2009-2010 School Attended:_____**2010-2011 School Assignment:**_____**2010-2011 Grade Level:**_____

5. I am requesting a transfer for my child to (write in the names of up to three schools that would be acceptable):

Choice I_____**Choice II** _____**Choice III** _____

6. Check the reason for this transfer. ☐ **BACK TO BASE** ☐ **GRANDFATHERING** ☐ **CALENDAR CHANGE (New Domicile)**

☐ **OTHER –(Please provide specific reasons in more detail on the back of this form.)**

7. List all siblings attending WCPSS: _____

(Note: Siblings of students who receive special transportation for special education services do not receive transportation if a transfer is granted for the student not placed in a special education setting.)

8. Signature of Parent Verifying This Request and That Board Policy 6203 Is Understood: _____**Date:** _____

You will receive written notice regarding acceptance or denial of your request within 7 – 10 working days.

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The Board of Education has provided regulations for requesting transfers under compelling circumstances. Requests must be made on this form and in accordance with Board Policy 6203 and Sections 8-11 of a Summary of the Student Assignment Process for the 2010-2011 school year available at any school and at the Office of Growth Management.

High school students on transfer waive the right to participate in athletic activities for 365 days unless an appeal is approved per Board Policy 6203.8.

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;
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; or
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/calendar 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; or
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 10-day notice of your official assignment, 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 request is received by the Office of Growth Management, a representative will contact you to set up your appointment. On May 4, the Board of Education agreed to designate a hearing officer to hear appeals for fact-finding and to recommend a decision that will be submitted to the Board of Education for final determination. The parent will have two minutes to present the appeal to a hearing officer 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 IN THIS BOX AND/OR ATTACH ADDITIONAL PAGES.