

**Colleton County School District
SCHOOL TRANSFER REQUEST FORM
2010-2011 School Year**

***Two "Proofs of Residence", which clearly show the parents name and street address must accompany this request. The proofs of residence may be utility bills that include the service address such as electric, gas, phone, or water. Property tax receipts, mortgage deeds, rental lease/contracts or W-2s that indicate the correct address are also acceptable.*

Date _____ Need Bus Transportation _____

Parent/Guardian Name _____

Address _____

City _____ State _____ Zip _____

Telephone # _____ Cell # _____ Work # _____

Where did the child(ren) attend school last year?

Schools zoned for Residence:
Elementary _____
Middle _____
High _____

Schools to which transfer is requested:
Elementary _____
Middle _____
High _____

BASIS FOR REQUEST

____ Programmatic ____ Health ____ Court Order ____ Majority/Minority ____ Employee Option
Indicate school

Reason for Request: _____

Student(s) Name Below	Sex	Race	Is Student In Special Ed?		Grade 2010-2011
			Yes	No	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

BUS TRANSPORTATION WILL NOT BE PROVIDED FOR OUT OF ZONE REQUESTS.

FOR OFFICE USE ONLY

Date: _____ **Request granted:** _____ **Request denied:** _____

Reason: _____

Date Received _____ Previously Approved _____ Recorded _____ Letter Sent _____ Logged _____

Notified Bus Office _____ Notified School _____

Notes: _____

In response to your request to have your child(ren) transferred to a school outside your attendance zone, we would like to take this opportunity to explain to you the guidelines under which your request will be evaluated. School Board policy requires that attendance zones be maintained for the purpose of assigning students to schools. All students are expected to attend the school to which their residence is zoned, except in unusual circumstances. Such unusual circumstances are limited to the follow:

1. **PROGRAMMATIC**- When special education programs that meet the needs of the student are not offered at the school to which the student is zoned, the student will be transferred to a school offering such program.
2. **HEALTH**-When the health of a student is such that attending a school out-of-zone is necessary. A letter from a medical doctor certifying the physical condition of the student and the reason why the student's condition requires a transfer must accompany the transfer request.
3. **COURT ORDER**- When the courts have ordered that a student transfer to a school for which his/her residence is not zoned. A copy of the court order must accompany the transfer request form.
4. **MAJORITY/MINORITY**-Students may transfer from one school to another providing that they meet the requirements of the Majority/Minority policy.
5. **EMPLOYEE OPTION**-Any certified or non-certified employee of the district who is based full-time at a given school may enroll his/her children in that school or a school in the school's feeder pattern which is reasonably along the route of commute from the home to the workplace of that employee. The district will assign a school, which is practical for the employee but will take into consideration the effect of the transfer on desegregation efforts at each school to which the student may be transferred.

To request a transfer, you must file an application with the Assistant Superintendent's office. Documented proof of one of these five circumstances must be submitted with your application for transfer. Your request will not be considered without documentation.

Our office will accept applications from 8:30 a.m. to 4:00 p.m. Monday through Friday.