

## Transfer Request, 2019-20



**Return this form by April 15, 2019  
to the Office of Student Enrollment**  
750 S. Merritt Mill Road  
Chapel Hill, NC 27516  
(919)967-8211, x28268  
Fax: (919)918-2018

### Office use only

Approved: Yes  No

Reason: \_\_\_\_\_

Registrar: \_\_\_\_\_

Date: \_\_\_\_\_

registration@chccs.k12.nc.us

Full name of student: \_\_\_\_\_

Permanent street address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Parent phone: \_\_\_\_\_ Parent email: \_\_\_\_\_

List the name, school and grade of each sibling in CHCCS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Schools closed to transfers by the Board of Education (requests will be denied by Student Enrollment):

**Carrboro, Ephesus, FPG, Glenwood, McDougle and Seawell Elementary; Culbreth and Smith Middle; Carrboro and Chapel Hill High** (details on reverse side)

Current school (18-19 school year): \_\_\_\_\_ Grade in 19-20: \_\_\_\_\_

Base school for 19-20: \_\_\_\_\_ Requested school for 19-20: \_\_\_\_\_

Identify the reason for transfer on the other side of this form and check the appropriate box below:

1       2       3       4       5       6       7

Describe your reason(s) for the transfer request. Please attach supporting documentation, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the eligibility criteria for receiving a transfer and understand my obligations should the transfer request be approved. I declare under penalty of perjury under the laws of the State of North Carolina that the above information is true and accurate and is without falsehood stated or implied.

Transfer appeals for requests received after June 13 and denied by the Office of Student Enrollment are expected to be heard by the Transfer Appeal Committee and Board of Education (if necessary) in September, after the start of school. **Students are expected to attend their assigned schools until a decision is made.**

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Parent name (please print)

\_\_\_\_\_  
Date

## School Board Policy 4150: School Assignment and Reassignment

All students attending the Chapel Hill-Carrboro City Schools are assigned to individual schools according to the domicile of the parent or court-ordered legal guardian. Students living within the district may be allowed to transfer to a school outside of their attendance area if they adhere to all board policies, administrative regulations and school rules, and meet one of the following conditions:

1. Siblings of students who have been assigned to special programs (dual language, adapted curriculum EC, newcomers, LEAP) at a school outside of their assignment areas may attend the same school.
2. Students with special medical or handicapping conditions may be reassigned to a more appropriate setting. Documentation by a licensed medical or mental health professional is required.
3. Children of permanent school district employees may be permitted to attend a school outside of their assignment areas.
4. Students in grades 3–12 whose families move from one school assignment area to another within the district may be permitted to remain at the original school until they exit the last grade in the school. Students in grades K–2 at the time of the relocation can remain at the original school for the remainder of the school year only. Siblings in grades K–2 are not eligible to remain at the original school once the older sibling has exited the school.
5. Students in grades K–8 whose parents' after-school care arrangements are dependent upon attendance at another school, may be reassigned to another school.
6. Students whose parents have expressed concern about their child's safety if they continue to attend the present school due to specific students who are threatening or severely harassing their child may be reassigned to another school. However, every effort will be made by the child's school to address the safety issue (parents must meet with the school principal) before a transfer request on these grounds is reviewed.
7. Students may be reassigned to schools where transfers would positively impact projected school or program capacities, even if they do not meet one of the previous six conditions, as determined by the Board of Education in the *Designation of Over- and Under-Crowded Schools Report*, and where the reassignment does not conflict with Board policies, administrative regulations, and school rules. *This reason may not be cited until the Over- and Under-Crowded Schools Report has been approved on or before March 15 of the given school year.*

Student Enrollment will consider and make a determination based upon the aforementioned policy, the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which assignment is requested, capacity of the schools, and the instruction, health and safety of the pupils there enrolled.

### **Schools closed to transfers by the Board of Education (transfers will be denied by Student Enrollment):**

- Glenwood Elementary: New transfer requests may be approved only for children of permanent district employees assigned to Glenwood.
- Smith Middle: New transfer requests may be approved only for children of permanent district employees assigned to Smith and students with siblings assigned to Smith for Adapted Curriculum EC.
- Carrboro, Ephesus, FPG, Glenwood, McDougle and Seawell Elementary, Culbreth Middle, Carrboro and Chapel Hill High: New transfer requests will be approved only for children of permanent district employees and for students with siblings assigned there for Adapted Curriculum EC, Dual Language, or LEAP.

### **The following conditions apply to any transfers made in accordance with this policy:**

- The transfer is valid for one year only.
- The parent is responsible for transportation. The student must arrive and be picked up on time.
- The student must attend school on a regular basis and abide by school rules and regulations. Excessive absences, tardiness or disciplinary referrals may be grounds for revocation of the transfer.
- Sibling requests are considered individually; siblings are not automatically granted transfers.
- Any transfer request that is approved based upon false or misleading information will be declared void and the transfer will be rescinded.

### **Late requests:**

Late requests will be considered only for newly-registered students or under extremely extenuating circumstances, such as an unanticipated or significant change in the student's status after the April 15 deadline or other conditions outside of the student's or parent/legal guardian's control. Being unaware of the deadline does not constitute an extenuating circumstance. Transfer appeals for requests received between April 16 and June 13 and denied by the Office of Student Enrollment are expected to be heard by the Transfer Appeal Committee and Board of Education (if necessary) in late July. Transfer appeals for requests received after June 13 and denied by the Office of Student Enrollment are expected to be heard by the Transfer Appeal Committee and Board of Education (if necessary) in September, after the start of school. *Students are expected to attend their assigned schools until a decision is made.*