STUDENT TRANSFER REQUEST
2020-2021

Students are expected to attend the school for which their residence is zoned, except in unusual circumstances. Transfer requests must include: a completed Application Form, Proof of Current Address, Photo ID, a Letter stating the reason for the desire to transfer, and any accompanying documentation requested. Transfer requests are only considered for these three areas: Childcare, Colleton County School District Employee Option, and Hardship. Transfer decisions will only be considered from February 3, 2020 through April 10, 2020.

HARDSHIP

The Transfer Committee will make recommendations regarding the documented hardship. Parents will be notified immediately when the committee makes that decision.

Documentation provided must demonstrate a clear condition of danger or hazard for the student, family, or both. Hardship requests should be supported by statements from medical doctors, psychiatrists, psychologists, social workers, employers, and/or school administrators who have knowledge of the concern. Reports from resource/police officers or other professionals may also be included with the request(s).

Required documentation check list:
☐ Application form
☐ Proof of Current Address (lease agreement/mortgage statement and utility bill)
☐ Photo ID
☐ Copy of student’s birth certificate (long form) Initial Requests Only
☐ A letter stating the following: (a) the requested school (school must be open for transfers), (b) the reason for the desire to transfer, and (c) any accompanying documents requested.
☐ Supporting documentation from medical doctors, psychiatrists, psychologists, social workers, and/or school administrators who have knowledge of the concern may be included with the request. Reports from resource/police officers or other professionals may also be included with the request(s).

PLEASE MAKE NOTE:
1. APPLICATIONS WILL NOT BE CONSIDERED FOR SCHOOLS THAT DO NOT HAVE SPACE.
2. INCOMPLETE TRANSFER APPLICATIONS WILL NOT BE ACCEPTED.

Parents/guardians must provide transportation for approved transfer requests.

- Transfers may be revoked for reasons including, but not limited to: repeated tardiness and/or irregular attendance, violation of the Code of Conduct, submission of incorrect information, and employee separation from the district.
- Please submit completed applications to the Office of Student Services at 500 Forest Circle, PO Box 1947, Walterboro, SC 29488.

NOTE: Grandfathered conditions for fifth grade students ONLY: A Student Transfer Request application is required from all parents requesting a “grandfathered” condition for students in fifth grade only. Transportation is not provided by the School District for these or any out-of-zone transfers.
STUDENT TRANSFER APPLICATION FORM

Parents(s)/Guardian Name________________________________________________________

Street Address ____________________________________ City __________ Zip ______

Home Phone __________ Work Phone ___________ E-Mail _______________________

BASIS OR REQUEST

TRANSFER BASIS (choose one only)

Childcare
CCSD Employee Option (worksite)
Other

Schools zoned for residence: ____________________________________ Schools to which transfer is requested: ____________________________________

Elementary ___________________________________________________________________ Elementary____________________________________

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<tr>
<th>Student’s Name</th>
<th>Sex</th>
<th>Race</th>
<th>Special Education</th>
<th>Section 504</th>
<th>Grade Level</th>
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Is this a renewal? Yes/No Last application date? __________________________

Have you submitted any paperwork for the current school year before now? Yes/No (circle one)

Is any student(s) above suspended or expelled? Yes/No (circle one)

If yes to either of the above questions, please explain

Please read the Following Carefully and Initial Each Line

______ Parents/Guardians must provide transportation for approved transfer requests.

______ Transfers may be revoked for reasons including but not limited to repeated tardiness and/or irregular attendance, violation of attendance
code, submission of incorrect information and employee separation from the district.

______ All applications must have the appropriate accompanying documents and current proof of residence.

I have read and understand the directions for applying for the student transfer. I agree to abide by the policies of Colleton County School District. I testify that all of the information on this form and the documentation submitted with my request are true and accurate. I understand that failure to comply with these conditions, or falsification of any portion of the application, may result in revocation of my request.

***FOR OFFICE USE ONLY***

School(s) Zoned for Residence:  
Elementary ______________________

Requested Zone(s):
Elementary ______________________

School(s) Zoned for Special Education Placement
Elementary ______________________

Notes
__________________________________________
__________________________________________

- No Documented Hardship
- No Space Available
- Basis Not Applicable

Request Granted: __ Yes __ No
Request Denied: __ Yes __ No
Temporary/Expires __________

Signature of Staff Member Processing Request ____________________ Date ____________