



Colleton County School District

Preparing Every Child Today for Tomorrow

213 North Jefferies Boulevard, Walterboro, SC 29488
(843) 782-4524 – Phone



STUDENT TRANSFER REQUEST 2018-2019

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 26, 2018** through **May 1, 2018**.

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)
- 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 213 N. Jefferies Blvd., 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.



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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 _____

Check If Applicable/ Fill in Chart Below

Student's Name **Sex** **Race** **Special Education** **Section 504** **Grade Level**

Student's Name	Sex	Race	Special Education	Section 504	Grade Level

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*****

Notes

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

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

School(s) Zoned for Residence:

E l e m e n t a r y

Requested Zone(s):

Elementary _____

School(s) Zoned for Special Education Placement

Elementary _____

Signature of Staff Member Processing Request

Date