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 March 4, 2019 through May 3, 2019.

**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 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.
Colleton County School District  
Preparing Every Child Today for Tomorrow  
213 North Jeffries Boulevard, Walterboro, SC 29488  
(843) 782-4524 – Phone  

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:  
Elementary __________  
Schools to which transfer is requested:  
Elementary __________  

Check If Applicable/ Fill in Chart Below  

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Sex</th>
<th>Race</th>
<th>Special Education</th>
<th>Section 504</th>
<th>Grade Level</th>
</tr>
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<tbody>
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</table>

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 Caresfully 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:  
Elementary  
Requested Zone(s):  
Elementary  
School(s) Zoned for Special Education Placement  
Elementary  
Signature of Staff Member Processing Request  
Date _____