



## 2019-2020 Student Transfer Information

Student Transfer Applications for the 2019-2020 school year will be accepted from March 4, 2019 to May 3, 2019.

Applications can be accessed at [www.colletonsd.org](http://www.colletonsd.org).

Please submit completed applications to the Office of Student Services or the school that your child(ren) currently attend.



Office of Student Services  
 213 North Jefferies Blvd  
 Walterboro, SC 29488  
 (843) 782-4524  
 Dr. Cordelia Jenkins, Director  
 Mr. Michael Thomas, Safe Schools Coordinator  
 Ms. Tamisha Varn, Attendance Coordinator  
 Mrs. Emily H Williams, Administrative Assistant

- Schools Accepting Transfers:**
- Black Street Early Childhood Center
  - Bells Elementary
  - Cottageville Elementary
  - Forest Hills Elementary
  - Hendersonville Elementary
  - Northside Elementary

**MISSION:**  
*Colleton County School District will prepare every student to graduate with a 21st century education to be globally competitive for their chosen college and/or career path.*

- Required Documents**
- ⇒ Application Form
  - ⇒ Child’s Long Form Birth Certificate (Initial Request Only)
  - ⇒ Photo ID
  - ⇒ Two (2) proofs of Residency, i.e. electric bill, water bill, tax bill.
  - ⇒ A letter stating the following: (a) the requested school (school must be open for transfers), (b) the reason for the 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:**  
**INCOMPLETE TRANSFER APPLICATIONS WILL NOT BE ACCEPTED.**

Parent/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.
- ◆ 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 any out-of-zone transfers.

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

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. Transfers are only considered for these three areas: Childcare, Colleton County School District Employee Option, and Hardships. Transfer decisions will only be considered from **March 4, 2019 to May 3, 2020**.