

Parent Request for Reassignment – 2017-2018 School Year



- Parents are required to complete one application per child.
- Parents are responsible for transportation.
- **On the back of this application, please review the conditions for reassignment and transfer, and provide specific reasons for this transfer.**
- **Submit ALL of your required documentation at one time.**

Student Last Name _____ Student First Name _____ MI _____ Date of Birth _____ 2017-2018 Grade Level _____

Name of Parent/Legal Guardian _____ Relationship to Child _____

Parent/Legal Guardian Address _____ City _____ State _____ Zip _____

Mailing Address (if different from above) _____

Home Phone _____ Cell Phone _____ Work Phone _____ E-mail Address _____

_____ School **presently** attending _____ School district where parent/legal guardian **resides** _____ 1. _____ School **requesting** to attend

List all siblings attending Onslow County Schools and their school assignments:

Does this student plan to participate in athletics during 2017-2018? (grades 7-12 only) _____
 No _____ Yes _____ If yes, name of sport _____

Signature of Parent/Legal Guardian – My signature below indicates that I have read and understand the *Conditions for Reassignment and Transfer* described on **page 2** of this application, and that the **information included in this application is complete and correct**.

Parent/Legal Guardian _____ Date _____

If the parent is dissatisfied with the superintendent’s designee’s response to this application, the parent may request an appeal as provided in *Policy 4151 – Appeal of School Assignment Decisions*. The request must be received by the superintendent’s office in writing no later than five working days following receipt of the decision.

For Official Use Only

_____ **Approved** _____ **Denied**

Approval* is contingent on the following:

- _____ Maintain good grades, conduct, attendance and punctuality
- _____ Work and childcare arrangements
- _____ Successful enrollment in an instructional class or program _____
- _____ Other _____

*Failure to adhere to all conditions **will** result in the school’s principal rescinding this approval.

Date received _____ Superintendent’s Designee _____ Date _____

Office Use Only:	_____ Waterfall	_____ School	_____ Mail	_____ Database
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Parents or guardians may apply for assignment to a school outside of their regular attendance area. The superintendent or designee will make a determination based upon 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 and the instruction, health and safety of the pupils there enrolled. The burden of proof is on you to convince the Board of Education that failure to approve your request for out-of-district placement would constitute an extraordinary hardship on the student and/or parent/legal guardian. The student must demonstrate that he or she was in good standing in the previous school in terms of academics, conduct, attendance, and punctuality.

Conditions for Reassignment or Transfer

The following conditions apply with regard to any reassignments or transfers made:

1. The **parent is responsible for providing transportation** to and from school for students who attend an out-of-district school.
2. The transfer or reassignment is valid for no more than **ONE school year**.
3. Approval to attend an out-of-district school based on work status of parent will not be given **beyond grade five**.
4. Out-of-district approval will also be based on space available at the requested school.
5. Any transfer request that is approved based upon false or misleading information **will be declared void** and the transfer will be rescinded.
6. Parents who request out-of-district placement based upon an extraordinary hardship **must provide documentation**.

If you are requesting out-of-district placement for a student in grade K-5 based on parent work and location of child care facility, you **must** submit two documents to support your request:

1. **Documentation of your employment** on company stationery, signed by your supervisor, showing the days of week and clock hours of the days of employment. If the employer does not have letterhead stationery, a notarized statement will be required.
2. **Documentation from the child care facility** on facility stationery certifying that your child is enrolled in that facility on the specified hours and days of the week. If the facility does not have stationery, a notarized statement will be required. If you are using a private sitter, you must provide a notarized statement from that person attesting to the specific days of the week and hours of the day services are provided for your child. The private sitter's home address must appear on the document.

An out-of-district transfer is a **privilege** that can be withdrawn at any time. The principal may rescind the out-of-district approval of any student who does not maintain satisfactory grades, conduct, school attendance and punctuality.

If the parent is dissatisfied with the superintendent's designee's response to this application, the parent may request an appeal as provided in *Policy 4151 – Appeal of School Assignment Decisions*. The request must be received by the superintendent's office in writing no later than five working days following receipt of the decision. There is no appeal process for students not enrolled in Onslow County Schools.

MIDDLE AND HIGH SCHOOL STUDENTS ONLY: PER NORTH CAROLINA HIGH SCHOOL ATHLETIC ASSOCIATION (NCHSAA) POLICY, A STUDENT MAY NOT PARTICIPATE IN THE SAME SPORT AT A SECOND SCHOOL DURING THE SAME SPORT SEASON, EXCEPT IN THE EVENT OF A BONA FIDE CHANGE IN RESIDENCE OF THE PARENT(S), LEGAL GUARDIAN/LEGAL CUSTODIAN; CHANGE OF SCHOOLS MUST BE CONTEMPORANEOUS WITH CHANGE OF RESIDENCE.

Please provide specific reasons for this transfer (provide supporting documents and additional sheets if necessary):
