

Employee Request for Reassignment – 2017-2018 School Year



- Parents are required to complete one application per child.
- *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.*
- *Parents are responsible for transportation.*

Principal/Supervisor Use Only

Employee Name: _____ Position: _____

As Principal/Supervisor of _____, I certify this employee is currently employed at my school/department with the expectation that this employment will be continued for the 2017-2018 school year.

Principal/Supervisor Signature: _____ Date _____

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		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) Yes No 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. There is no appeal process for students not enrolled in Onslow County Schools.

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:	<input type="checkbox"/> Waterfall	<input type="checkbox"/> School	<input type="checkbox"/> Mail	<input type="checkbox"/> Database
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