

# WARREN COUNTY SCHOOLS

PO Box 110, Warrenton, NC 27589

## *Request for Student Transfer Within, Into or Out of Warren County Schools*

**Policy 4150** Parents or guardians wishing to transfer a child to a school outside their regular attendance area must make such request by completing this form and turning in to the Superintendent's office after **May 1** for the next school year. Only requests based on hardship situations and space availability will be considered. The facts will be reviewed and a decision rendered by the *Board of Education*.

To be completed by Parent or Guardian (*Proof of Legal Guardianship must be provided*). For School Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School/County currently assigned to: \_\_\_\_\_ Current Grade: \_\_\_\_\_

School to which you are requesting a transfer: \_\_\_\_\_

Grade Level Requesting: (Please Circle) Kdg. 1 2 3 4 5 6 7 8 9 10 11 12 13

**Briefly, explain the reason for requesting this transfer.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If request is based on the fact that you will soon be moving to a new location, please provide the following information concerning your new residence:

County: \_\_\_\_\_ Address: \_\_\_\_\_

School which serves the district in which the new residence is located: \_\_\_\_\_

### ***Warren County Board of Education:***

*Final approval of transfer request shall be dependent upon the availability of space and/or official release by any out-of-district Board of Education. The Warren County Board of Education requires the parents of a student transferring into the Warren County School System to pay a tuition fee for a non-resident student. This fee fluctuates based on local appropriation to the schools system; therefore, this fee is adjusted on an annual basis. For the 2018-2019 school year, the fee for an out-of-district student is \$2,265.00. This fee must be paid by the parent on or before enrollment in Warren County Schools. The Board of Education waives tuition for out-of-district students who are children of Warren County Schools' employees.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original: Submit to Superintendent's Office

Copy: Parent

AS-109

04/04/18