

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 11 - STUDENTS File: 11-6 Intra-County Student Transfers</p>	<p>Last Reviewed: 8-9-10 Next Review: 7-1-12</p>
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Students may transfer from one school to another within the county because of a change in residence, or they may transfer with written consent from the Superintendent's office. When transfers within the county take place, all necessary student records shall be transferred. However, in all cases the school from which a student transfers shall maintain adequate and permanent records to identify the student and to show his or her grade classification at the time of the transfer, the reason for transfer and the school to which the student is transferred.

Parental Request for Transfer

Decisions to grant permission to transfer are based on class size at both the student's school of residence and the receiving school. Parental requests will be granted only under extenuating circumstances. Once denied, the student remains in the school of residence for the entire year. Once approved, the parent must understand that the student may be returned to the school of residence at any time within the school year should the class size at the receiving school exceed limits set by state law. Parental requests for transfer must be submitted annually to the Preston County Coordinator of Attendance.

Change in County Residence

A student whose parent or guardian changes residence during the school year from one school attendance area to another school attendance area in the county may continue in the school in which the student is presently enrolled for the remainder of the current school year if the parent or guardian so desires. Written consent from the Superintendent is required.

Transfers from Seriously Impaired School:

When a school is determined to be seriously impaired and fails to improve its status within one year, following state intervention in the operation of the school to correct the impairment, any student attending the school may transfer once to the nearest fully accredited school in the county, subject to approval of the fully accredited school and at the expense of the school from which the student transferred.

Transportation

The parent or guardian has the responsibility for the transportation of a student attending a school other than the one that normally serves the student's school attendance area. If school bus transportation can be arranged without cost to the school system, the Superintendent may approve such arrangements. Such arrangements must include an alternate drop location.

Appeals Process:

Any aggrieved person may appeal the decision of the Superintendent to the Board of Education. The decision of the Board shall be final.
(WVC §18-2-5 and §18-5-16)

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Adopted: July 19, 1983
Amended/Revised: May 26, 1987; July 12, 1999; August 9, 2010