

PROCEDURES FOR STUDENT TRANSFER

All parents wishing to transfer a child from one school to another are urged to do so prior to the beginning of the school year.

Unless extenuating circumstances exist, all students should attend the school in their attendance zone. No student shall attend a school outside the attendance zone without the express written permission of the Monroe County Board of Education. Students enrolling in private or parochial school do not have to seek permission for such transfers.

1.0 In-County Transfers

It is the policy of the Monroe County Board of Education to maintain at least minimum staffing requirements at each school site. Student transfers in-county, should therefore, first take into consideration enrollment at the school to which the student wishes to transfer.

Also, while it is the intention of the Board to take into consideration individual problems students may have at a particular school, it is rarely in the student's best interests to transfer as a result of one incident, although extenuating circumstances may exist that would warrant this transfer. It is up to the superintendent and the Board to determine if the circumstances warrant the transfer.

As always, parents who do not agree with the board's decision have the option of filing a citizen's grievance in the matter and will be provided with instructions for making such an appeal at their request.

2.0 Out-of-County Transfers

It is the intention of the Monroe County School Board to accept out-of-county students in Monroe County if they are students in good standing, if there is room in school to receive the transfer, and if good reason for the transfer can be established. Transfers will be approved contingent upon approval from the home county.

Students who reside out-of-state and wish to transfer to Monroe County may be expected to pay tuition as determined by West Virginia Code 18-5-16.

Students from Monroe County wishing to transfer to other counties must also get permission from the county to which they wish to transfer.

3.0 Procedure

The first step in the procedure is to write a letter to the superintendent stating the child's name (or children's names) and grade, the school now attending, the school to which the student is to be transferred, and the reason for the transfer.

The superintendent will then schedule an appointment with the family to determine the particulars of the transfer and then either approve or disapprove of the transfer within three days of the request, as long as pertinent information can be gathered.

At the next regular board meeting, the superintendent would then present to the board a list of recommended transfers for action by the board. Individuals denied transfers by the superintendent may appeal to the Board at its next regular meeting.

No transfer is final until approved by the Monroe County Board of Education.

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