

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 an annual 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*. Any approved transfer request will be null and void if a student is tardy or absent consistently.

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 2019-2020 school year, the fee for an out-of-district student is \$2,322.00. 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

03/28/19