



Caldwell County Schools

1914 Hickory Blvd SW
Lenoir, NC 28645
Telephone 828-728-8407
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Don Phipps, Ed.D.
Superintendent

Student Transfer Release Application Policy Procedures **Open Enrollment Dates: January 15 - February 28, 2019**

Caldwell County students must enroll in the school that serves the district in which they live or have an approved transfer. Caldwell County students have the opportunity to apply for transfer to a school of their choice for the 2019-2020 year if space is available and if the following criteria are met:

- The student must be in good standing at his/her home school (grades, attendance, and/or discipline).
- The Transfer Request must be received during the designated time period.
- Parents/Guardians must provide transportation without excessive absences, tardies/early dismissals.
- Students must maintain passing grades and must not be involved in any serious discipline problems.

Student Transfer Release Applications must be completed and returned to your school by February 28 if you want your child to attend a school outside the school district in which you live *or* a different school from the one he/she is currently attending. **Student Transfer Release Applications received after February 28 or applications to a closed school** will be approved only for **extreme extenuating circumstances**. A detailed description of the extenuating circumstances to support the request to transfer must be attached to the application. If this statement is not attached, your application may not be processed. These applications will be submitted to the Superintendent's office for consideration.

Parents of kindergarten students who want to request a transfer may apply for transfer and may participate in the kindergarten orientation at the requested school if it is not "***closed to new enrollees***." If the transfer request is not approved, the records will then be returned to the school that serves the district in which you live. **Please Note:** If your older son/daughter has an approved transfer to attend an out-of-district school and that school is now closed, your older child (ren) may stay, but your kindergarten child may be denied enrollment at that school.

Caldwell County students with APPROVED transfers to the school they are presently attending will need to complete the Student Transfer Release Application each year to remain at the school. Out of county transfers must have an annual release from their home county and must re-apply each year (A fee may apply).

Students approved for transfer wishing to participate in athletics in middle school and high school are subject to the provisions of Board Policy 3621.

Student Transfer Release forms are available at any school office, The Education Center, located at 1914 Hickory Blvd in Lenoir, or The Freedman Center located at 332 Greenhaven Dr. NW in Lenoir. Should you have questions, please call your school office or Joy Parker at The Freedman Center, 828/726-3920 Ext. 307231.

A list of CLOSED SCHOOLS is available on our website.



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procedimientos según la política de solicitud de traslado de estudiantes fechas de inscripción abierta: del 15 de enero al 28 de febrero de 2019

Los estudiantes del Condado de Caldwell deben matricularse en la escuela que sirve al distrito en el que viven o contar con un traslado aprobado. Los estudiantes del Condado de Caldwell tienen la oportunidad de solicitar el traslado a una escuela de su elección para el año 2019-2020 si hay espacio disponible y si se cumplen los siguientes criterios:

- Debe tener buen historial en su escuela de origen (calificaciones, asistencia, y / o disciplina).
- La solicitud de traslado debe recibirse durante el período de tiempo designado.
- Los padres/tutores deben proporcionar transporte, sin ausencias, tardanzas/salidas tempranas excesivas.
- Los estudiantes deben mantener calificaciones aprobatorias y no tener ningún problema serio de disciplina.

Las solicitudes de traslado estudiantil deben completarse y enviarse a su escuela antes del 28 de febrero si desea que su hijo asista a una escuela fuera del distrito escolar en el que vive o a una escuela diferente a la que asiste actualmente. **Las solicitudes de traslado estudiantil recibidas después del 28 de febrero o las solicitudes para una escuela cerrada** se aprobarán sólo en **circunstancias extremadamente atenuantes**. Se debe adjuntar a la solicitud una explicación detallada de las circunstancias atenuantes para respaldar la solicitud de traslado. Si no se adjunta esta declaración, su solicitud no podrá ser procesada. Estas solicitudes se presentarán a la oficina del superintendente para su consideración.

Los padres de los estudiantes de kindergarten que desean solicitar un traslado pueden solicitarlo y pueden participar en la orientación de kindergarten en la escuela solicitada si no está "***cerrada para nuevos inscritos***". Si la solicitud de traslado no se aprueba, el expediente de su hijo se devolverá a la escuela que atiende al distrito en el que vive. **Tenga en cuenta:** si su hijo mayor tiene un traslado aprobado para asistir a una escuela fuera del distrito y esa escuela ya está cerrada, sus hijos mayores pueden quedarse, pero se le puede negar la matrícula a su hijo de kindergarten en esa escuela.

Los estudiantes del Condado de Caldwell con traslados APROBADOS a la escuela a la que asisten actualmente deberán completar la Solicitud de Traslado de Estudiantes cada año escolar para permanecer en la escuela. Las traslados que provienen de otro condado deben obtener un traslado anual de su condado de origen y deben presentar una solicitud cada año (podría aplicarse una tarifa).

Los estudiantes aprobados para un traslado que deseen participar en deportes en la escuela intermedia y secundaria están sujetos a las disposiciones de la Política de la Junta 3621.

Los formularios de traslado de estudiantes están disponibles en cualquier oficina de la escuela, el Centro de Educación, ubicado en 1914 Hickory Blvd en Lenoir, o Freedman Center ubicado en 332 Greenhaven Dr. NW en Lenoir. Si tiene alguna pregunta, llame a la oficina de su escuela o a Joy Parker en The Freedman Center, 828 / 726-3920 Ext. 307231.

Una lista de las ESCUELAS CERRADAS está disponible en nuestro sitio web.



**Caldwell County Schools
Student Transfer Release Application
For 2019-2020 School Year**



**Open Enrollment Period January 15, 2019- February 28, 2019
ONE FORM MUST BE COMPLETED FOR EACH STUDENT EVERY SCHOOL YEAR**

| Step 1-HOME SCHOOL ASSIGNMENT | SCHOOL CURRENTLY ATTENDING | SCHOOL REQUESTED |
|-------------------------------|----------------------------|------------------|
| | | |

Step 2—CHECK APPROPRIATE BOX FOR TRANSFER OR RELEASE

| | | |
|--|--|---|
| <input type="checkbox"/> A) Transfer Within County | <input type="checkbox"/> B) Transfer To Caldwell County Schools from Another County | <input type="checkbox"/> C) Release from Caldwell County Schools to Another County |
| Parent/Guardian must obtain signature from: Releasing Principal <u>AND</u> Receiving Principal: <input type="checkbox"/> Current CCS Employee—Will be verified <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Grandfather Clause (Continued Placement) <input type="checkbox"/> Special Services <input type="checkbox"/> Extreme Extenuating Circumstances (Attach Statement) <input type="checkbox"/> Other (Attach Statement) | Parent/Guardian must obtain signature from Releasing Principal <u>AND</u> Releasing County. (please attach) <input type="checkbox"/> Current CCS Employee—Will be verified <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Extreme Extenuating Circumstances (Attach Statement) <input type="checkbox"/> Other (Attach Statement) | Parent/Guardian must fill out Step 2 information, sign and submit to the Superintendent. <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Employed by Another School System <input type="checkbox"/> Extreme Extenuating Circumstances (Attach Statement) <input type="checkbox"/> Other (Attach Statement) |

Step 3—STUDENT AND FAMILY INFORMATION—PLEASE PRINT LEGIBLY

| Student's Name | Grade Applying For | Student Athlete? |
|----------------|--------------------|--|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Custodial Parent/Guardian 1: _____ **Phone #:** _____ **Alternate Phone #:** _____
Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Mailing Address (if different): _____ **County of Residence:** _____
Employer: _____ **Phone #:** _____

Custodial Parent/Guardian 2: _____ **Phone #:** _____ **Alternate Phone #:** _____
Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Mailing Address (if different): _____ **County of Residence:** _____
Employer: _____ **Phone Number:** _____

DATE: _____ DATE: _____

***Signature(s) of Custodial Parents/Legal Guardians**

*My signature verifies that I have read and accepted the policy guidelines governing this request. Policies 4150 and 3621 are available on the district website, at all CCS schools, and at Student Services. I certify that all information provided is true. Falsification of information will result in an immediate denial or revocation of the student's Discretionary Admission/Release. I further understand that Caldwell County Schools is under no obligation to provide transportation for any student and that attendance, behaviors or academic problems may result in the revocation of an approved transfer.

STEP 4 -- PARENT/GUARDIAN MUST OBTAIN PRINCIPAL SIGNATURE FOR TRANSFER/ADMISSION

Approved Not Approved Releasing Principal's Signature: _____ Date: _____
 Approved Not Approved Receiving Principal's Signature: _____ Date: _____

Reasons for Recommendation or Denial: _____

Step 5- SUPERINTENDENT DECISION

Superintendent Decision:
 Approved Not Approved Superintendent's Signature: _____ Date: _____

REFER TO POLICY 4150 FOR COMPLETE INFORMATION

Refer to Policy 4150 for complete information.

All transfer approval decisions at open enrollment schools are at the discretion of the releasing and/or receiving principal and are based on space, availability and a student's standing with regard to attendance, behavior, and poor academic performance inconsistent with the student's abilities. Transfers to schools determined to be closed due to enrollment numbers will not be granted unless there is an extreme emergency issue that compromises the safety of a student or creates a serious family hardship. Applicants may be asked to supply documentation verifying hardships. Students attending a school based on an approved transfer from the previous year should be listed as "continued placement." A Transfer/Release Application must be completed each year—for each student in the household for whom a transfer is requested. The Parent/Guardian is responsible for out-of-district transportation.

Applicants will be contacted within 10 business days of the School Board decisions on all applications submitted during the open enrollment period if there is any issue impacting approval.

REASON CODES FOR TRANSFER/RELEASE

Current CCS Employee: Parent/guardian is a current employee with Caldwell County Schools. Employment will be verified by Student Services. (Reference Policy 4150 for complete information).

Completion of School Year: If a parent/guardian changes domicile after the beginning of the school year, the student may stay at their school for the remainder of the school year.

Grandfather Clause (Continued Placement): Provided that the reasons for transfer remain the same, a student approved for transfer to a Caldwell County School during the previous school year will be allowed to complete the highest grade at that school. A Transfer/Release Application must be completed each year.

Special Services: In the case of a student with disabilities, when the school in which the student is domiciled is not easily accessible or to access specialized programming and services.

Extreme Extenuating Circumstances: The student's achievement or behavior is being affected due to an extreme or unusual hardship. Documentation will be required verifying any safety issues, severe medical conditions, or other hardships which may need to be reviewed on a case by case basis.

Employed by Another School System: Parent/guardian is currently employed by another school system.

Completion of High School: If a high school student changes domiciles after beginning high school and is no longer residing in Caldwell County, at the discretion of the principal the student may remain in their existing school until graduation.

Other: Must be approved by School Administrator at the time the application is submitted, and may include such issues as sibling placement when siblings live across multiple custodial families, or siblings of students assigned to special programs in schools outside their district.