



## **Student Transfer Application Policy Procedures** **Open Enrollment Dates: January 15 - February 28, 2020**

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 2020-2021 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 Applications must be completed online 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 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 included in the application. If this statement is not included, your application may not be processed. These applications will be reviewed by 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 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 Applications** are available online only, on the Caldwell County Schools website. Should you have questions, please call or email your school, or Joy Parker at The Education Center, 828/728-8407 Ext. 140175 or [joparker@caldwellschools.com](mailto:joparker@caldwellschools.com)

**A list of CLOSED SCHOOLS is available on our website.**