



**Caldwell County Schools  
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"/> <b>A) Transfer Within County</b>	<input type="checkbox"/> <b>B) Transfer To Caldwell County Schools from Another County</b>	<input type="checkbox"/> <b>C) Release from Caldwell County Schools to Another County</b>
<b>Parent/Guardian must obtain signature from: Releasing Principal AND Receiving Principal:</b>  <input type="checkbox"/> Open Enrollment <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)	<b>Parent/Guardian must obtain a release from the Releasing County. (please attach)</b>  <input type="checkbox"/> Open Enrollment <input type="checkbox"/> Current CCS Employee—Will be verified <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Extreme Extenuating Circumstances (Attach Statement)	<b>Parent/Guardian must fill out Step 2 and 3 information, sign and submit to the Superintendent/Designee.</b>  <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 Full Name			Grade Applying For	Student Athlete?
First:	Middle:	Last:	Date of Birth:     /     /	<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:** \_\_\_\_\_

**\*Signature(s) of Custodial Parents/Legal Guardians/Date:** \_\_\_\_\_

\*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 (Homeschool) Principal's Signature/Date: \_\_\_\_\_

Approved  Not Approved Receiving (School Requested) 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**

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 in consistent with the students 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 also 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.