

HENDERSON COUNTY SCHOOL BOARD POLICY	<u>ADMINISTRATIVE PROCEDURE</u> <u>STUDENTS</u> Admission, Assignment, Reassignment, and Transfer of Students to Schools	P-410
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**ASSIGNMENT/REASSIGNMENT (TRANSFER) REQUESTS
BETWEEN INDIVIDUAL SCHOOLS WITHIN THE
HENDERSON COUNTY PUBLIC SCHOOLS ADMINISTRATIVE UNIT**

- I. Complete written application for transfer on a standard application form, which can be picked up at any school or off the Henderson County Public Schools website, provided by the Henderson County Board of Public Education.
- II. Completed application should be mailed or delivered to the school, which you request to attend. A request for transfer for the first semester of a school year must be received starting the previous April 1st through April 30th. A request for transfer for the second semester of a current school year must be received starting the previous October 1st through October 31st.

For any transfer outside of the established policy dates, there must be space available and mitigating circumstances for the Principal to consider.

- III. Principal will review each applicant's application to ensure their eligibility based on previous attendance and behavior. In an effort to keep families united at one school, siblings of students already assigned to the school may be assigned as long as space is available. A child of any permanent Henderson County Public School employee may be assigned as long as space is available.

If there are more requests than space is available a lottery will be held to determine assignment. If a lottery is necessary, the Principal will place all eligible applications in the lottery and will pull applications, assigning a number to each application until all applications have been pulled. Assignment of students will then be based on the assigned number as pulled from the lottery. The first pulled shall have first priority.

- IV. If a request for reassignment is granted, the parent/legal guardian/legal custodian shall be responsible for transportation of the student. The principal will provide notification of acceptance or denial no-later-than the 5th day of school.
- V. If the request is granted, the approval will be valid as long as the student remains in the approved school. When the student is promoted to another school (i.e. Elementary School to Middle School or Middle School to High School) the student will have to make a new application to attend the new school unless the student's domicile is within the attendance zone of the new school.
- VI. The Principal will inform the applicant if the individual is denied a transfer or if the approved transfer is rescinded.

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**ASSIGNMENT/REASSIGNMENT (TRANSFER) REQUESTS FOR
ACCEPTANCE INTO A SCHOOL WITHIN THE HENDERSON COUNTY
PUBLIC SCHOOLS ADMINISTRATIVE UNIT FROM A SCHOOL
WITHIN ANOTHER ADMINISTRATIVE UNIT**

- I. Receipt of an annual application (one per student) at the Administrative Offices. A request for a transfer for the first semester of a school year must be received starting the previous April 1st through April 30th. A request for a transfer for the second semester of a school year must be received starting on the previous October 1st through October 31st. For any transfer outside of the established policy dates, there must be space available and mitigating circumstances for the Superintendent or his designee to consider.
- II. Presentation of an annual written release from the domiciled School District. Note: Providing a release from the domicile School Administrative Unit does not mean acceptance into the Henderson County Public Schools Administrative Unit.
- III. All applications must be approved by the Henderson County Board of Public Education except those coming from an adjacent Administrative School Unit through a Contractual Agreement between the two local School Boards for a specified geographical area.
- IV. If the annual transfer request is granted, the parent/legal guardian/legal custodian shall be responsible for transportation of the student.
- V. Out-of-County Tuition: If a student who is domiciled outside of the Henderson County Public Schools Administrative Unit is approved to attend school within the Henderson County Public Schools Administrative Unit, the student shall be required to pay an annual out-of-county tuition equal to the local current expense appropriation from the Henderson County Board of Commissioners for the previous school year. Fifty percent (50%) of the annual out-of-county tuition can be paid at the beginning of each semester. The annual tuition check is to be made out to the Henderson County Public Schools. An exemption to out-of-county tuition payment is made to those students coming from an adjacent Administrative School Unit through a Contractual Agreement between the two local School Boards for a specified geographical area. Any transfer of a handicapped student must be accompanied by payment and a written contract from the releasing Administrative Unit to cover the actual cost of education.
- VI. A student transferred by the Superintendent or his designee or by the School Board from one high school to another forfeits, for one year, varsity athletic eligibility in any sport in which the student was on the varsity eligibility roster at their former

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high school during the immediately preceding year to the transfer approval. Eligibility is restored one year from the date of the original approval of the transfer request. This policy shall not prohibit a student from participating in any other high school athletic sport where the student was not on the varsity roster of that sport in the previous year at their previous high school.

- VII. If the annual transfer request is denied, the Superintendent or his designee shall notify the parent/legal guardian/legal custodian of the decision and the out-of-county tuition will be refunded.

**ASSIGNMENT/REASSIGNMENT (TRANSFER) REQUESTS
FOR RELEASE FROM A SCHOOL WITHIN THE
HENDERSON COUNTY PUBLIC SCHOOLS ADMINISTRATIVE UNIT
INTO A SCHOOL WITHIN ANOTHER ADMINISTRATIVE UNIT
EXCEPT THOSE GOING TO AN ADJACENT ADMINISTRATIVE
SCHOOL UNIT THROUGH CONTRACTUAL AGREEMENT**

- I. Annual receipt of a transfer application (one per student) at the Henderson County Public Schools Administrative Offices. A request for a transfer for the first semester of a new year must be received starting on April 1st through April 30th of the previous year. A request for a transfer for the second semester of a current year must be received starting on October 1st through October 31st of the current year.

For any transfer outside of the established policy dates, there must be mitigating circumstances for the Superintendent or his designee to consider.

- II. Approval must be granted by the Henderson County Board of Public Education for all students in this category except those going to an adjacent Administrative School Unit through a Contractual Agreement between the two local School Boards for a specified geographical area.
- III. If the transfer request is granted, the parent/legal guardian/legal custodian shall be responsible for transportation of the student.
- IV. If the request for reassignment is denied, the Superintendent or his designee shall notify the parent/legal guardian/legal custodian of the student of the decision.
- V. A student transferred by the Superintendent or his designee or by the School Board from one high school to another forfeits, for one year, varsity athletic eligibility in any sport in which the student was on the varsity eligibility roster at their former

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AN APPEAL OF AN INITIAL DENIAL OF

- (1) An Assignment/Reassignment (Transfer) Request To Go Between Individual Schools Within The Henderson County Public Schools Administrative Unit,**
- (2) A Request To Come From A School Within Another Administrative Unit Into A School Within The Henderson County Public Schools Administrative Unit,**
- (3) A Request To Go To A School Within Another Administrative Unit From A School Within The Henderson County Public Schools Administrative Unit**

- I. The initial denial decision on the transfer request shall be made by the Principal or Superintendent's designee.
- II. Any parent/legal guardian/legal custodian who is dissatisfied with the Principal's denial of the transfer request may, by written request within ten (10) days of their receipt of the Principal's denial letter, ask for a review by the Superintendent. The request must be in writing and must specifically state the reasons upon which the appeal is being made.
- III. The Superintendent shall review the original transfer request denial and then notify the parent/legal guardian/legal custodian of his decision within five (5) days of his receipt of the written request for review.
- IV. Any parent/legal guardian/legal custodian who is dissatisfied with the results of the Superintendent's review may, within ten (10) days of the receipt of the Superintendent's written decision, request a hearing before the Henderson County Board of Public Education by sending a written request to the Board, in care of the Superintendent.

That hearing shall be held by the Henderson County Board of Public Education in closed session at the next regularly scheduled meeting.

- V. The Chairman of the Henderson County Board of Public Education shall notify the parent/legal guardian/legal custodian of the Board's decision within five (5) school days after the hearing is completed.

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**OBTAINING AFFIDAVITS REQUIRED
BY N.C.G.S. § 115C-366(a3) AND 366(a4)**

The Superintendent's designee and each Principal, Assistant Principal, or other school employee shall require the signing and filing with the Superintendent's designee those affidavits required for admission, assignment, reassignment, and enrollment mandated by North Carolina General Statutes § 115C-366(a3) and 366(a4).