

Barbour County Schools

IN-COUNTY TO OUT-OF-COUNTY STUDENT TRANSFER PROCEDURES

Parents who wish to transfer their child/children to a school outside of Barbour County are responsible for completing the following process:

1. Unless presently enrolled at a school outside of Barbour County, all students must register at their home school. "Home school" is defined as the school the child would normally attend, which encompasses the geographic area in which the child currently resides, as outlined in **BCS Policy 8200**.
2. NO EARLIER than the first Monday in March, 8:00 a.m., **the parent** shall pick up, fill out, and sign an IN-COUNTY TO OUT-OF-COUNTY PARENTAL REQUEST FOR TRANSFER FORM (8200.2F). These forms can be found at all schools, the Barbour County Board of Education Office, and can be printed from our website.
3. The form must be given to and signed by the Principal of the child's home school or the out-of-county school where they are presently enrolled.
4. The form must then be carried by **the parent or parent's designee** to the county office of the school the parent desires the child to attend.
5. The form must be given to and signed by the attendance director of the county where the school is located where the school the parent desires the child to attend verifying that they are following the procedures established in that county.
6. The completed form must then be carried by **the parent or parent's designee** to the Barbour County Board of Education office, where the receptionist will take it and date stamp it. A copy will be given to the parent.
7. All date stamped forms will be forwarded to the Director of Attendance. NOTE: ONLY COMPLETED FORMS (those with original signatures of the parent and both principals) WILL BE CONSIDERED. Incomplete forms will be returned to the parent. The Attendance Director will determine if the form is complete.
8. The Barbour County Schools Attendance Director will review all parental requests for transfer and work collaboratively with the Attendance Director of the county where the parent desires the child to attend.
9. If the Attendance Directors determine that the request can be honored, the Barbour County Attendance Director will recommend to the Superintendent that the transfer be approved.
10. The superintendent will recommend those transfer requests that can be accommodated to the BOE for their approval.
11. Parents will be notified in writing NO EARLIER than August 1 as to the status of their transfer request.
12. This procedure must be completed annually.

Please refer to 8200.2 Procedures

Phone: (304) 457-3030
Fax: (304) 457-3559

Date Stamp Here at BOE



45 School Street
Philippi, WV 26416

COMMITTED TO LEARNING FOR ALL

Only original signatures will be accepted.
No faxed or emailed copies will be accepted.
Must be completed using blue ink.

2015 - 2016

IN-COUNTY TO OUT-OF-COUNTY PARENTAL REQUEST FOR TRANSFER FORM

Student's Name _____ DOB _____ GRADE _____

Guardian/
Parent's Name _____ Telephone (H) _____ (W) _____

Address _____ City _____ State _____ Zip _____

Transfer From _____ to _____
(Home School and County) (School and County)

School attended last year _____

Reason for Request _____

PARENT/GUARDIAN: How many other children do you have? _____ What are their ages _____

What school or facility do they attend, if any? _____

- As per WV State Code (Law), 18-5-16A, regarding transfer request involving two counties, both Boards of Education must approve transfers of non-resident students.
- Transfer forms will be processed beginning March 2, 2015.
- Parents will assume all responsibility for transportation and/or expenses relating to this transfer.
- Policy 8200 identifies that renewal of transfer is required annually.

Parent/Guardian Signature _____

Principal's Approval (Present School) _____ Date _____

Superintendent Signature (County Receiving) _____ Date _____

FOR OFFICE USE ONLY:

Attendance Director's Signature (Barbour County) _____ Date _____

____ Approved ____ Denied Reason _____

Board Action: Approved _____ Denied _____ Date _____

Superintendent Signature (Barbour County) _____ Date _____

Please refer to 8200.2 Procedures

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