

**I. PURPOSE**

To provide procedures for granting exceptions to school-age (K-6) students to attend a school other than their base school.

**II. REASSIGNMENT**

If the school capacity and the school curricular program at the requested school will permit, a request for a student transfer may be approved by the superintendent. In addition to availability in the requested school or program, based on the curricular program and school capacity, one of the following documented conditions must exist:

**1. Family Relocation**

The family has moved from one school attendance area to another during the school year or can demonstrate definite plans to do so. Proof of purchase, rental, or construction must be provided with the request for student transfer. The new residence must be the primary, permanent residence for the student and the student's family. Additional documentation may be requested to establish that the new residence is bona fide and that the family has abandoned or will abandon any other property as its primary residence.

**2. Child Care Hardship**

Because before-and/or after-school supervision is provided at each elementary school, specific documentation substantiating the circumstances as to why child care is needed outside the boundaries of the school where the child actually resides must be submitted with the student transfer application verifying facts of request and indicating attempts the family has made to procure child care within the community of residence.

**3. Medical, Emotional, Social, or Family Adjustment**

The family demonstrates exceptional hardship for reasons of medical, emotional, or social adjustment. Documentation substantiating the circumstances (e.g., from physicians, psychologists, or counselors) is required.

**4. Child of Ashe County Schools Employee**

The parent is an Ashe County Schools employee and is requesting a student transfer to the school in which the parent is employed or in the school nearest the employee's work location.

### **III. Conditions for Student Transfers**

#### **1. Conditions of Transfer**

Any student who is granted a transfer must maintain appropriate behavior, attend school regularly with minimal tardies, and demonstrate academic progress. In addition, the reason for the transfer must continue to exist. If the conditions of the transfer are not maintained, the superintendent may revoke approval. The superintendent will notify the parent of the revocation, and the student will be reassigned to the base school.

#### **2. One-Year Limitation**

Student transfer requests are approved for one school year only and must be renewed annually. The school in which the student is enrolled has the responsibility for verifying Ashe County residency status each year the request is resubmitted.

#### **3. Transportation**

Ashe County Schools will not provide transportation for any student who has been reassigned outside of their base school boundaries. The parent and/or legal guardian is responsible for transporting the student to and from school on a timely basis.

### **IV. Procedure for Requesting Reassignment After Notice of Assignment**

A request for reassignment form can be obtained from the superintendent or from any school. The form shall be delivered to the superintendent following completion. Information to be provided on this form shall include:

- the name, the physical address, and the telephone number of the applicant;
- the name and the present physical address of the student;
- the relationship of the applicant to the student;
- the school and grade level to which the student is presently enrolled or assigned; the school to which reassignment is requested;
- the reason(s) for reassignment.

If the application for reassignment is disapproved, the superintendent will give notice to the applicant by registered or certified mail. Within five days of receiving this notice, the parent may request a review of the superintendent's decision. This review will be conducted by a panel consisting of the superintendent (or his designee) and two other administrators selected by the superintendent. The parent will receive not less than five days notice of the date, time, and place of the panel review. The panel shall determine whether or not the initial reassignment decision should be modified based upon the criteria identified in the preceding paragraph. The panel shall render its decision within three days following the review and shall provide written notification of its decision to the applicant by registered or certified mail.

If dissatisfied with the panel's decision, the applicant may appeal to the Board of Education. The applicant must submit the appeal in writing to the superintendent within five days following the applicant's receiving notification of the panel's decision. Upon receiving notification of an appeal, the Board of Education, through its chairperson, shall designate a date, time, and place for the Board of Education to hear the appeal. The Board of Education, through its chairperson, may select two or more Board members to hear the appeal on behalf of the entire Board. Based upon the evidence presented at the appeal, the Board of Education will determine whether or not the application for reassignment should be granted based upon the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which reassignment is requested, and the instruction, health and safety of the pupils there enrolled. The Board of Education will issue its decision in writing within five days following the date of the appeal hearing and a copy of the decision shall be sent to the applicant by registered or certified mail.