



The logo for Monongalia County Schools features the word "Monongalia" in a large, bold, serif font, with "COUNTY SCHOOLS" in a smaller, all-caps, sans-serif font below it. The text is centered and framed by a decorative yellow flourish above and below.

Monongalia

COUNTY SCHOOLS

School Year 2018-19

Application for Student Transfer

1. Transfers are granted on a one year (school year) basis.
2. No bus transportation is provided when you transfer to a school outside of your home school attendance area.
3. If the student-teacher ratio allowable by WV Code is exceeded, transfer students must return to their respective home schools.
4. Transfer students must observe school rules and regulations and attend school regularly; refusal to do so may result in having their transfer status rescinded.
5. An out of county transfer request requires proof of release from the student's home county BOE and copies of the following: grades, attendance history, and discipline records (attach all to this request). Monongalia County BOE must approve entrance into Monongalia County. If Monongalia County BOE approves, there is no guarantee of placement into the school requested.
6. **Note:** A moratorium is currently in place on out of county transfers for grade levels Pre-K - 6.
7. Transfer students are subject to the rules and regulations of the West Virginia Secondary Schools Activities Commission.
8. Transfer requests may be submitted between April 1st through June 30th, prior to the fall school year.

PART 1:

Please answer the questions below:

- Is student presently receiving special education services? Yes No

*(Monongalia County Director of Special Education will need to review your child's IEP prior to this application being processed. (Parent is to notify the Director of Special Education of this request)

- Is this student residing in the state of West Virginia? Yes No
- Is this student involved in any legal proceedings for truancy? Yes No
- Has this student been suspended from school? Yes No
- Has this student been expelled from school? Yes No

- If student has been expelled or has been recommended for expulsion, when and where was the expulsion conducted?

Is this a new request for student transfer? Yes No

Is this a **continuation** of a previously approved transfer? Yes No

Date of original approval _____

Is this a request to transfer into Monongalia County? Yes No

***Note number five on first page of this application.**

PART 2

NOTE: Part 2 is not applicable for Continuation of Transfer Requests
 Part 2 is not applicable for Pre-K students
 Part 2 is not applicable for presently enrolled students moving from elementary to middle school or middle school to high school.

All others must complete this section.

Has this transfer request been discussed with the principal of your home school? Yes or No

_____Date

_____Signature of current school administrator or his/her designee.

Completed form is to be forwarded to the Attendance Office at 13 South High Street.

PART 3

Please Print

Student Name _____

Attendance area school _____ Current Grade Level _____
(based on current address)

Request transfer to school _____ grade level _____
School year 2018-19

Please state reason(s) for transfer request.

Parent Signature Date

PART 4:

Student Name _____

To be completed by parent or legal guardian:

Date _____

Note: (If applicable) Legal guardian must attach appropriate legal documentation of guardianship to this request.

Please Print

Last Name _____ First Name _____
Parent or Legal Guardian *Parent or Legal Guardian*

Signature
Parent or Legal Guardian _____

Mailing Address _____
Street

City State Zip

Residence (Do not use P.O. Box)

Address _____
Street

City State Zip

Home Phone _____ Work Phone _____ Cell _____

PART 5: Office Use Only

Return completed form to:
Monongalia County Schools
Attendance Office
Transfer Request
13 South High Street
Morgantown, WV 26501

Status

data sheet	<input type="checkbox"/>
tagged in WVEIS	<input type="checkbox"/>
letters sent	<input type="checkbox"/>

Administrator _____ Date _____