



## School Year 2017-18 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school rules and regulations and attend school regularly; refusal to do so may result in having their transfer status rescinded.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 1<sup>st</sup> through June 30<sup>th</sup> prior to the fall school year.



**PART 3**

***Please Print***

Student Name \_\_\_\_\_

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

Request transfer to school \_\_\_\_\_ grade level \_\_\_\_\_  
School year 2017-18

***Please state reason(s) for transfer request.***

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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

tagged in WVEIS

letters sent

Administrator \_\_\_\_\_ Date \_\_\_\_\_