

DISCRETIONARY ADMISSION

(Assignment and Transfer of Students)

Policy Code: **4130-R**

The Montgomery County Board of Education shall provide for the assignment to a public school of each child residing within the administration unit who is qualified under state law for admission to a public school. Except as otherwise provided by the law, the authority of the Montgomery County Board of Education in the matter of assignment of children to the public schools shall be full and complete, and its decision as to the assignment of any child to any school shall be final.

The Montgomery County Board of Education requires students living in the school district to attend the schools zoned for their legal residence. The Principal of each school must determine that each child presented for enrollment resides within the attendance boundaries of the school. The parent or guardian must provide three (3) proofs of residency and provide an official copy of the custody agreement if the child does not reside with both parents, before the child may be enrolled. It is the responsibility of the Principal to monitor and act upon students improperly enrolled.

It shall be the policy of the Board to permit certain administrative transfers to students who have special curriculum needs, physical or mental handicaps, or special adjustment problems. An administrative transfer may be approved by the Superintendent if a transfer is in the best interest of the student. Initial requests for transfer within the system must be submitted for approval directly to the office of the Assistant Superintendent of Operations. Transfer requests will be processed **once** a year. All requests for transfer must be received by June 1. Parents will be notified by mail of the decision.

Requests for transfers will only be approved when classroom space is available. requests for transfer must be filed for each child regardless of previous family member school assignments.

Students must register at the school in their attendance area until the transfer is acted upon by the Board of Education. No kindergarten student will be considered for transfer without first registering at the school to which he/she is assigned.

Once a student is approved to attend school out of district, he/she is approved for continuous enrollment throughout the highest grade in that school. Students must reapply at middle and high school if the school is not in their attendance district.

Montgomery County School Employees will be allowed to take their child to the school where they are employed. If the student is transferring from another school system the employee must submit, each year, a release approved by the board of education of the school system from which the transfer is being made.

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At the completion of this school, the child will be required to complete a request for reassignment if they choose to remain in that district. Employees must submit a request for transfer for their child by June 1.

Students, whose legal residence may change from one school assignment area to another within the school district during the same school year, may choose to finish out that school year in the same school, or attend school in the area to which they have moved. If they elect to remain in the first school in order to complete that year, they will be assigned to the school according to the area in which they live at the beginning of the next school year. Students whose legal residence has changed but who choose to complete the school year at their first school will be responsible for their own transportation to school. When a student's legal residence changes parents must provide the school with the physical address of the student and three (3) proofs of residency.

If the parent is dissatisfied with the results of the selection process, the parent may request a review by the Administrative Review Panel. Review Requests must be made in writing and submitted to the Superintendent no later than ten (10) calendar days following notification by the Administrative Review Panel

Procedure for Requesting Special Assignment

Transfer and release request forms are available at www.montgomery.k12.nc.us and must include the following information:

1. Student's complete name
2. Date of birth
3. Physical address
4. School assignment and grade level
5. Reason for request
6. Signature and phone number of custodial parent or legal guardian

In cases where attendance lines are adjusted by Board action, or where school facilities are closed (likewise by Board action), The Board and Administration will devise plans which minimize, the extent practical, the movement of students from one school to another.

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If transfer is granted the following conditions apply:

There will be no transportation provided by Montgomery County Schools and if absences, tardiness or behavior becomes a problem the child will be returned to their assigned school.

This policy does not supersede the transfer of student as required by federal guidelines.

Adopted: May 5, 2008

Updated: April 13, 2010

Updated: November 4, 2010

Updated: April 8, 2013