

School Year
2010-2011

Harrison County Schools

Application for Student Transfer

A renewal of transfer application form is required annually for each student.

Student's Name _____

Student's Date of Birth ____/____/____ Grade level during the 2010-2011 school year _____

Parent/Guardian's Name _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Transfer From _____ Transfer To _____
(School and county student should attend) (School and county student is requesting to attend)

School student attended last school year (2009-2010) _____

Reason for request _____

Name of siblings, grade, and school they attend _____

If siblings are attending school out of their attendance area, have they completed a student transfer form? Yes No

As per WV State Code (Law), 18-5-16A, regarding transfer requests involving two counties, **both** Boards of Education must approve transfers of non-resident students. Harrison County Schools will not assume responsibility for transportation and/or expenses relating to this transfer.

For transfers **within** Harrison County, please return this application to the principal of the school your child presently attends. For transfer **into** Harrison County, the form should be forwarded to the school you wish your child to attend. In each case, the principal will sign, date it, and forward it for processing.

All transfers are approved contingent on good behavior, faithful attendance, and academic achievement, and must be in compliance with state pupil/teacher ratio. Transfers remain in effect unless rescinded by parent, principal, or the Harrison County Board of Education. **Renewal of transfer is required annually.**

Eligibility for all extra-curricular activities is governed by the West Virginia Secondary Schools Activity Commission.

Signature of Parent/Guardian _____ Date _____

PLEASE READ THE POLICY AND PROCEDURES ON THE BACK OF THIS FORM.

IN-COUNTY TRANSFER: FORM MUST HAVE BOTH PRINCIPALS' SIGNATURES BEFORE SENDING TO THE COUNTY.

OUT-OF-COUNTY TRANSFER: STUDENT MUST HAVE APPROVAL FROM HIS/HER COUNTY BEFORE ATTENDING HARRISON COUNTY.

***** FOR OFFICE USE ONLY *****

_____ Approved _____ Denied/Reason _____

Principal's Name Printed _____ School Name _____ Principal's Signature _____ Date _____

_____ Approved _____ Denied/Reason _____

Principal's Name Printed _____ School Name _____ Principal's Signature _____ Date _____

***** BOTH PRINCIPALS MUST SIGN FORM BEFORE SENDING TO THE COUNTY OFFICE *****