

TO: Parents/Guardians
FROM: Susan Lee Collins, Superintendent
DATE: January 4, 2010
SUBJECT: In-county/Out-of-county student transfer requests

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 Transfers remain in effect unless rescinded by parent, principal, or the Harrison County Board of Education.

IN-COUNTY STUDENT TRANSFERS:

A student wishing to attend a school out of his/her area of attendance must complete on a yearly basis a Student Transfer Form. He/she must first acquire permission from the principal of the school which he/she wishes to attend. The form must then be signed by the school's principal from which he/she wishes to be released. The form is then turned into the county office for final approval by the board.

If the class size in the school exceeds the state teacher/student ratio limit, the student may have to return to his/her home school.

OUT-OF-COUNTY STUDENT TRANSFER:

According to the WV State Code (Law) 18-5-16A, regarding transfer requests involving two (2) counties, both Boards of Education must approve transfer of non-resident students.

A student wishing to attend Harrison County Schools from another county must complete on a yearly basis a Student Transfer Form and have board approval from the county from which he/she wishes to be released and approval from the Harrison County Board of Education. Students will not be allowed to attend Harrison County Schools until this process is completed in its entirety.

If the class size in the school exceeds the state teacher/student ratio limit, the student may have to return to his/her home county.