

# Raleigh County Schools In-County Transfer Request Form

Approval of request will be based on the following conditions:

1. Parent/guardian must request permission for transfer from Raleigh County Schools each year.
2. Enrollment must be within the teacher/pupil ratio required by State Code. Should enrollment increase during the school year, there is a possibility that the student will be returned to his/her attendance zone.
3. Satisfactory behavior, regular attendance, and compliance with the State and County Codes of Conduct are required. Student must be in good standing with both the sending and receiving school.
4. Parent/guardian of the student must provide transportation to and from school.
5. **Approval does not grant athletic eligibility.**

Student's Full Name: \_\_\_\_\_

Current/Home School: \_\_\_\_\_

Requested School: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Grade Level (at time of start date): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Primary Residence Address: \_\_\_\_\_

Street Address

City/State/Zip

Mailing Address: (if different): \_\_\_\_\_

Street Address

City/State/Zip

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

School Attendance Zone: \_\_\_\_\_ School

Reason for Request: \_\_\_\_\_

(i.e. Siblings already \_\_\_\_\_

enrolled, special \_\_\_\_\_

circumstances, etc) \_\_\_\_\_

• Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail form to:

105 Adair Street, Beckley, WV 25801

Or email form to: [clbarr@k12.wv.us](mailto:clbarr@k12.wv.us)

**Approval**

Yes  No

\_\_\_\_\_  
Receiving School Principal

\_\_\_\_\_  
Date

**Approval**

Yes  No

\_\_\_\_\_  
Assistant Superintendent – Raleigh County Schools

\_\_\_\_\_  
Date