



Gates County Schools

205 Main Street/P.O. Box 125
Gatesville, NC 27938
(252) 357-1113

List Requested School Year

Student Transfer/Release Application for School Year

ONE FORM REQUIRED FOR EACH STUDENT - FOR CURRENT SCHOOL YEAR ONLY

STEP 1 - CHOOSE ONE ADMISSION/RELEASE OPTION AND REASON - SEE DETAILS ON REVERSE

Table with 4 columns: Student's Name, Grade Applying For, Student Athlete?, FROM: Releasing School (School in Home District), TO: Receiving School (District School Requested)

Parent/Guardian(s): Preferred Phone No.:

Street Address: City: State: Zip:

Mailing Address (if different): County of Residence:

Parent/Guardian(s) Email Address:

STEP 2- CHOOSE ONE ADMISSION/RELEASE OPTION AND REASON - SEE DETAILS ON REVERSE

Table with 3 columns for admission/release options: A. Release from a Gates County School..., B. Release from a Gates County School..., C. Admission into Gates County Schools from another County

I certify that all information provided is true. I do declare the student is not under suspension or expulsion from attendance at a private or public school...

Does your child have an IEP? Has your child been under any type of suspension over the past 12 months? Are you a current Gates County School Employee?

No Yes, Location:

Signature of Parent/Legal Guardian Date

STEP 3 - APPROVAL OR DENIAL

Each completed application requesting a release from Gates County Schools or transfer into Gates County Schools must be approved at an upcoming school board meeting.

Approval and Denial section containing Gates County Board of Education Meeting Date and Superintendent or Designee Recommendation for Approval.

## REASON CODES FOR ADMISSION AND RELEASE

### A. Release from a Gates County School for admission to another Gates County School:

**The request must be approved by the Superintendent or Designee.**

- **Current GCPS Employee:** Parent/guardian is a current permanent employee with Gates County Schools. Discretionary admission is only acceptable within the district in which the parent/guardian works.
- **Childcare Proximity:** The student's before or after school childcare providers are in closer proximity to the receiving school.
- **Completion of School Year:** If a parent/guardian changes residence after the beginning of the school year, the student may stay at their school for the remainder of the school year.
- **Sibling Placement:** When siblings live across multiple custodial families, discretionary admission may be requested to enroll the students in one attendance area in which one of the custodial families is residing.
- **Work Proximity:** Parent/guardian's place of employment is in closer proximity to the receiving school.
- **Other:** Please list specific information relative to the request.

### B. Release from a Gates County Schools to another county:

**The request requires Superintendent recommendation and approval from the GCS Board of Education.**

- **Childcare Proximity:** The student's before or after school child care providers are in closer proximity to the receiving school.
- **Completion of School Year:** If a parent/guardian changes residence after the beginning of the school year, the student may stay at their school for the remainder of the school year.
- **Sibling Placement:** When siblings live across multiple custodial families, discretionary admission may be requested to enroll the students in one attendance area in which one of the custodial families is residing.
- **Work Proximity:** Parent/guardian's place of employment is in closer proximity to the receiving school.
- **Other:** Please list specific information relative to the request.

### C. Admission into Gates County Schools from another County:

**The request requires Superintendent recommendation and approval from the GCS Board of Education.**

- **Current GCPS Employee (see above)**
- **Childcare Proximity (see above)**
- **Completion of school year (see above)**
- **Sibling Placement (see above)**
- **Work Proximity (see above)**
- **Other (see above)**

#### **Note to Parents/Guardians:**

A new student transfer request must be submitted each school year for each student. It will be the responsibility of the parent/guardian to ensure students are transported and arrive/depart in accordance with the school's schedule. If excessive student absenteeism or tardiness occurs, it could result in the revocation of the student out-of-district placement.

**\* The principal may recommend transfers be revoked at any time for violation of attendance (including excessive tardiness) & discipline policies.**

**Please understand you are not guaranteed attendance at the out-of-zoned school for subsequent years. Enrollment and individual classroom sizes will be considerations and cause future student transfer requests to be denied or rescinded regardless of previous attendance or past approval.**