



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

Student's Name	Grade Applying For	Student Athlete? <input type="checkbox"/> Yes <input type="checkbox"/> No	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

<input type="checkbox"/> A. Release from a Gates County School for Admission to another Gates County School	<input type="checkbox"/> B. Release from a Gates County School to Another County	<input type="checkbox"/> C. Admission into Gates County Schools from another County
Parent/Guardian must obtain signature from: Releasing Principal AND Receiving Principal	Parent/Guardian must obtain signature from: Releasing Principal if student is currently enrolled in Gates County Schools.	Parent/Guardian must obtain signature from: Releasing District with documentation of approved release.
<input type="checkbox"/> Current GCPS Employee <input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Work Proximity <input type="checkbox"/> Other: _____	<input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Employed by Another School Year <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Work Proximity <input type="checkbox"/> Other: _____	<input type="checkbox"/> Current GCPS Employee <input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Work Proximity <input type="checkbox"/> Other: _____
Requires approval from the Superintendent or Designee	Requires Superintendent recommendation and approval from the GCS Board of Education	Requires Superintendent recommendation and approval from the GCS Board of Education. It must meet the requirements of GCS Board Policy 4130

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 in this or any other state nor has he/she been convicted of a felony in this or any other state. By signing this application, I agree that I fully understand all of the information contained herein. Falsification of information will result in an immediate denial or revocation of the student's Transfer/Release Request. **In accordance with GCS Board Policy 4130, I understand that school bus transportation will not be available to my child if this request is approved.**

Does your child have an IEP? Yes No
 Has your child been under any type of suspension over the past 12 months? Yes No
 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 and obtain a Letter of Release from their current school district. A confirmation letter will be mailed after the board meeting to acknowledge the official approval or denial of the transfer application.

Gates County Board of Education:

Meeting Date: _____

Approved Denial

Superintendent or Designee Recommendation for Approval: Yes No

Signature Date

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.