

LEE COUNTY SCHOOLS
EMPLOYEE: Request for In County Student Transfer
School Year 2020 – 2021
Due March 31, 2020

P. O. Box 1010
Sanford, N. C. 27330

(919) 774-6226 Phone
(919) 774-9633 Fax

Name of Parent/Guardian _____ Phone _____
Physical Address _____ Mailing Address _____
Email Address _____
Did you receive permission to transfer your student last year? ___ Yes ___ No

Table with 5 columns: Student Name (Only one student per form), Age, Grade Entering, Residence School Zone, School Requested for Assignment

Reason for Making Request _____

- 1. Kindergarten students may enroll in requested school pending approval of transfer request.
2. Parents must submit the transfer request form and the behavior agreement to the Assistant Superintendent at Lee County Schools Central Office located at 106 Gordon Street; Sanford, North Carolina 27330.
3. All requests for transfers must be made annually. If received after due date may be denied.
4. A Behavior/Academic/Attendance Agreement must be submitted with the transfer request. Violation of the behavior/academic/attendance agreement may result in the recommendation from the principal for the transfer to be rescinded.
5. Students who do not attend school in the attendance zone in which they reside must furnish their own transportation.
6. The superintendent or designee may approve or disapprove the admission of an out-of-attendance zone student based upon past behavior and/or scholastic record.
7. All transfers are contingent upon the availability of space as determined to be at 90% of building capacity. Transfer requests to closed schools require Board of Education approval. Policy 4150.D.2
8. Students receiving first time transfers will not be allowed to participate in middle or high school athletics for 365 days from date of transfer approval as outlined in Policy 3620 A.7
9. The Student Athletic form must be submitted with all high school transfer request.
10. The Lee County School Board of Education will accept transfers that meet the above conditions and the policies set forth by the Board. The Board reserves the right to rescind any transfer, including but not limited to, misrepresentation in presenting the request for transfer.

IS THE STUDENT NOTED IN THE REQUEST PRESENTLY BEING SERVED IN AN EXCEPTIONAL CHILDREN'S PROGRAM? ___ YES ___ NO

If yes, what type of program is the student receiving? _____

Please describe any problem the student had during the previous school year (include suspensions). _____

I have read, understand, and agree to the above conditions. _____ (Parent signature)

PRINCIPAL'S SIGNATURE: School Year 2020-2021

I hereby release above named student from (school) _____
Principal Signature _____

I hereby accept above named student to attend (school) _____
Principal Signature _____

I do not accept above named student to attend (school) _____
Principal Signature _____

Central Office Use Only

___ APPROVED: This transfer is approved. Student may attend requested school.

___ NOT APPROVED: _____

Date Superintendent/Designee Signature Title

Administrative decisions with respect to transfer requests may be appealed in writing within 10 days of receipt of the decision to the Lee County Board of Education per Policy 4150 D.1., School Assignment, Reassignment and Transfers.