

**Student Transfer/Release Application for School Year \_\_\_\_\_**  
**ONE FORM REQUIRED FOR EACH STUDENT – DO NOT FAX**

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

<input type="checkbox"/> <b>A) Release from a McDowell County School for Admission to Another McDowell County School</b>  Parent/Guardian must obtain signature from: Releasing Principal <b>AND</b> Receiving Principal.  <input type="checkbox"/> Current MCPS Employee – Will be verified. <input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Work Proximity – May be verified. <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> <b>B) Release from McDowell County Schools to Another County (Requires Board of Education Approval)</b>  Parent/Guardian must obtain signature from: Releasing Principal <b>ONLY</b> .  <input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Employed by Another School System <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Work Proximity – May be verified. <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> <b>C) Admission Into McDowell County Schools from Another County (Requires Board of Education Approval)</b>  Parent/Guardian must obtain signature from: Receiving Principal <b>AND</b> Releasing District (attach copy of any documentation of release from the releasing district)  <input type="checkbox"/> Current MCPS Employee – Will be verified. <input type="checkbox"/> Childcare Proximity <input type="checkbox"/> Completion of School Year <input type="checkbox"/> Sibling Placement <input type="checkbox"/> Work Proximity – May be verified. <input type="checkbox"/> Other _____ _____ _____
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**STEP 2 – STUDENT & PARENT INFORMATION – PLEASE PRINT LEGIBLY**

Student's Name	Requested Grade Level	FROM: Releasing School (School in Home District)	TO: Receiving School (School Requested)

Custodial Parent/Guardian: \_\_\_\_\_ Preferred Phone No.: \_\_\_\_\_ Alternate Phone No.: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ County of Residence: \_\_\_\_\_

*I certify that all information provided is true. Falsification of information will result in an immediate denial or revocation of the student's Transfer/Release Request. In accordance with Board Policy 6321, I understand that school bus transportation will not be available to my child if this request is approved.*

**Is parent a current McDowell County School Employee?**  
 NO  Yes, Location \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Parent/Legal Guardian Date

**STEP 3 – PARENT/GUARDIAN MUST OBTAIN PRINCIPAL SIGNATURES BEFORE SUBMISSION**

Approved  Not Approved  **Releasing Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved  Not Approved  **Receiving Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONTINGENCIES PLACED UPON ADMISSION BY RELEASING/RECEIVING PRINCIPAL (attendance, discipline):**

**STEP 4 – APPROVAL OR DENIAL**

- Each completed application requesting Release from McDowell County Schools or Transfer into McDowell County Schools will be evaluated at an upcoming School Board meeting. A confirmation letter will be mailed after the meeting to acknowledge the official approval or denial of the application.

McDowell County Board of Education:  
 Meeting Date: \_\_\_\_\_  
  
 Approved  Denied

Executive Director of Administration Recommendation: Approved  Not Approved   
 \_\_\_\_\_  
 Signature Date: \_\_\_\_\_

## ACCEPTABLE REASON CODES FOR ADMISSION/RELEASE:

### A) Release from a McDowell County School for Admission to Another McDowell County School:

**Current MCPS Employee:** Parent/guardian is a current permanent employee with McDowell County Schools. Discretionary Admission is only acceptable within district in which the parent/guardian works. Employment will be verified.

**Childcare Proximity:** The student's before or after school child care providers are in closer proximity to the receiving school. Verification of child care provider may be required.

**Completion of School Year:** If a parent/guardian changes domicile 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 domiciled.

**Work Proximity:** Parent/guardian's place of employment is in closer proximity to the receiving school. Verification may be required.

**Other:** Must be approved by the Executive Director of Administration.

### B) Release from McDowell County Schools to Another County:

Childcare Proximity (see above)

Completion of School Year (see above)

**Employed by Another School System:** Parent/Guardian is currently employed by another school system.

Sibling Placement (see above)

Work Proximity (see above)

Other (see above)

### C) Admission Into McDowell County Schools from Another County:

Current MCPS Employee (see above)

Childcare Proximity (see above)

Completion of School Year (see above)

Sibling Placement (see above)

Work Proximity (see above)

Other (see above)

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*The mission of McDowell County Schools is to deliver excellence in education where students are engaged in collaboration, communication, and innovation so that they graduate ready to achieve success and positively shape the future.*