

McDowell County Schools

334 South Main Street
Marion, North Carolina 28752
(828) 652-4535

Student Transfer/Release Application for School Year

ONE FORM REQUIRED FOR EACH STUDENT

List Request Year Above

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

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

☐ B) Release from McDowell County Schools to Another County

☐ C) Admission Into McDowell 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
McDowell County Schools.

Parent/Guardian must obtain signature from:
Receiving Principal **AND** Releasing District with
documentation of approved release.

- ☐ Current MCPS Employee – Will be verified
☐ Childcare Proximity
☐ Completion of School Year
☐ Sibling Placement
☐ Work Proximity – May be verified
☐ Other: _____

- ☐ Childcare Proximity
☐ Completion of School Year
☐ Employed by Another School System
☐ Sibling Placement
☐ Work Proximity – May be verified
☐ Other: _____

- ☐ Current MCPS Employee – Will be verified
☐ Childcare Proximity
☐ Completion of School Year
☐ Sibling Placement
☐ Work Proximity – May be verified
☐ Other: _____

Requires approval from the Superintendent or Designee.

Requires Superintendent recommendation and approval from the MCS Board of Education.

Requires Superintendent recommendation and approval from the MCS Board of Education. It must meet the requirements of MCS Board Policy 4130 A.3.

STEP 2 – STUDENT & PARENT INFORMATION – PLEASE PRINT LEGIBLY

Student's Name	Grade Applying For	Student Athlete?	FROM: Releasing School (School in Home District)	TO: Receiving School (District/School Requested)
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

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.

Are you a current McDowell County School Employee?

☐ NO ☐ Yes, Location _____

Note: The form must be legible and complete or it will not be processed.

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: _____

☐ Approval ☐ Denial

Superintendent or Designee Recommendation for Approval:

Yes ☐ No ☐

Signature

Date

ACCEPTABLE REASON CODES FOR ADMISSION AND RELEASE

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

The request must be approved by the Superintendent or Designee.

- **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:** Please list specific information relative to the request.

B) Release from McDowell County Schools to Another County:

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

- **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:** Please list specific information relative to the request.

C) Admission Into McDowell County Schools from Another County:

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

- **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)**

The request must meet the requirements of MCS Board Policy 4130 A.3.
Documentation of the approved release with signature from the releasing district must be provided.