

## Guidelines for Acceptance of Transfer Students

1. Applications for transfer requests are available from any school at any time during the school year.
2. Applications for transfer requests for both non-resident and in-county transfer students must be completed and submitted annually before they may enroll in the requested Rockbridge County Public School.
3. In-County Student Transfer Application  
The parent will complete the form and return the form to the school where their child should attend for review by the principal. Upon principal review, it is to be sent directly to the requested school principal for review. Both principals are to sign the form with their recommendations of approval or denial before it is sent to Central Office. The final review and decision will be made by the Assistant Superintendent. The parent will be notified by letter and copies will be sent to both schools involved.
4. Non-Resident Student Application  
The parent will complete the form and return the form to the requested school for review by the principal. Upon principal review, it is to be sent to Central Office. The final review and decision will be made by the Assistant Superintendent. The parent will be notified by letter and copies will be sent to the requested school.

PLEASE NOTE: Students for whom Rockbridge County Public Schools have not received full tuition payment for the previous school year will not be allowed to enroll under the non-resident student transfer application process for the upcoming school year.

5. Initial consideration for any transfer request will be based on enrollment in existing classes. No transfers will be permitted unless current class enrollment is less than:
  - 20 students in grades K - 2.
  - 22 students in grades 3 - 5.
6. Priority for consideration will be given first to:
  - Children of employees of Rockbridge County Public Schools applying for transfers.
  - Current transfer students applying to remain in the same schools for the coming school year.
  - Siblings of current transfer students applying for first time enrollment as a kindergarten student in the same school as the older sibling(s).
7. Applications for student transfer requests for the upcoming school year will not be reviewed prior to June 1 of the current school year. It is the intent that parents/guardians will be notified by letter after July 1.
8. Consideration will be based on a student's attendance, academic, and discipline records, as well as need for services outside of a school's traditional programs.
9. It will be the responsibility of the parents/guardians of all transfer students to provide transportation to and from the requested school. School Bus transportation is not available for non-resident students. School Bus transportation for in-county transfer students may be available, but not guaranteed, from an existing connecting point on an established bus route. Approval for this must be given by the Administrator of Transportation.
10. ALL requests must be resubmitted annually.
11. There is a nonrefundable tuition fee of \$200 per year (\$100 per semester) for out-of-county transfer students who are accepted and attend the requested school. Tuition is due prior to the first day of school. (Note: tuition fee is waived for employees of Rockbridge County Public Schools.)

Approved: April 7, 2008  
Revised: May 11, 2016  
March 2, 2017  
March 1, 2018

---