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Superintendent

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SUPT. MEMO #11
Distribution via email only

March 14, 2018

TO: Principals and Secretaries
FROM: Haywood M. Hand, Assistant Superintendent
SUBJECT: Student Transfer Application Forms 2018-2019

This is to serve as a reminder that non-resident and in-county transfer students must complete and submit the appropriate application form annually **before they may enroll** in your school.

The "Guidelines for Acceptance of Transfer Students" were approved on April 7, 2008 and have been revised as of March 1, 2018. These guidelines were established to assist school administrators in making decisions that are in the best interest of the school division and are fair to students and parents. The intent of this document is to be used to inform parents of protocols and criteria. This document will be available on the RCPS Homepage after March 1, 2018.

- *This document will be available on the RCPS Homepage / Information section / Parent Information.*
- *This document is also available on The Bridge / School Board Forms Folder.*

The In-County Student Transfer Application form and the Non-Resident Student Application form for the 2018-2019 school year are now available. The forms have text in color and should be printed on a color printer, if feasible. These documents will be available on the RCPS Homepage after March 1, 2018.

- *These documents will be available on the RCPS Homepage / Information section / Parent Information.*
- *These documents are also available on The Bridge / School Board Forms Folder.*

The following protocols must be followed:

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.

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 2017-2018 school year **will not be allowed to enroll** under the non-resident student transfer application process for the 2018-2019 school year.

Both student application forms state that student requests will not be reviewed prior to June 1, 2018 and that parents/guardians will be notified after July 1, 2018.

HMH/rh

Attachment: Guidelines for Acceptance of Transfer Students

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
