

TITLE: INTER-COUNTY STUDENT TRANSFERS

Inter-county Transfer. The Board of Education may approve the request on behalf of a student whose residence is in another county in West Virginia to attend a public school in Gilmer County or may approve the request on behalf of a students whose residence is in Gilmer County to attend school in another county in West Virginia in accordance with the following procedures:

1. The parent/guardian of the student must request and receive written approval from both the county Board of Education of their county of residence and of the county Board of Education of the county to which the student seeks to transfer.
2. The parent/guardian shall present a letter to the Gilmer County Superintendent requesting approval for the transfer of the student to Gilmer County schools or from Gilmer County schools to another county in West Virginia.
3. The parent/guardian shall complete and return the Registration Statement required by West Virginia Code §18-5-15f. This form may be obtained from the school or county attendance office.
4. The parent/guardian shall sign a release of information for all student records to the Attendance Director of Gilmer County Schools.
5. Once the Attendance Director receives all the documents of release from the county of residence, the Registration Statement required by West Virginia Code § 18-5-15f, and the parent/guardian letter requesting approval for the acceptance/transfer, the Superintendent shall consider the request and shall submit the request to the Board with a recommendation of approval or disapproval.
6. The Attendance Director will notify the parent/guardian of the action taken by the Gilmer County Board of Education.
7. Transportation for out-of-county students granted permission to attend school in Gilmer County is the responsibility of the parent/guardian. However, where space is available on district buses, no disruption of regular routes and loading areas is required to accommodate the transportation of such students and, in the judgment of Gilmer County schools administration it is prudent and appropriate to do so, the district may provide transportation.
8. Eligibility for extracurricular activities is governed by WVSSAC rules and regulations.
9. The Board, at the request of the Superintendent, may rescind an out-of-county student's approval to attend school in the County upon a showing of sufficient cause, including,

but not limited to, poor attendance, infractions of the Student Code of Conduct, unsatisfactory academic progress or crowded conditions in the school affected.

10. Any building principal requesting a rescinding of a student's transfer approval shall submit to the Superintendent, in writing, the specific reasons for rescinding the approval. The Superintendent shall review all such requests and, at his/her discretion, shall decide whether to place the request on the Board of Education agenda for their approval or denial.

11. Parents/guardians may appeal the Board of Education's denial of an inter-county transfer or its rescinding of a prior approval of such a transfer to the State Superintendent of Schools.

The Board, the Superintendent, and other administrators charged with the implementation of this policy shall not discriminate on the basis of disability status, race, color, ethnic group or religion of any student who seeks admission to any school operated by Gilmer County schools.

Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

Legal Authority: West Virginia Code § 18-5-16a

Board Adoption: July 21, 2014