

**ABBEVILLE COUNTY SCHOOL DISTRICT
Transfer Agreement Form**

Student's Name

In transferring my child/children to _____ School, I am aware of the following requirements:

1. Students living in any given attendance area shall have first choice for school membership in that area.
2. Each year by August 1, a written request for transfer must be provided before transfer is granted. This request is solely my responsibility.
3. Students will not be allowed to change schools after the beginning of the school year, except for semester courses, change in residence, or special cases as approved by the superintendent.
4. a. **Elementary & Middle** - Students may not transfer to a school out of their attendance area if their enrollment will mean class size will be greater than 25 in academic subjects, or if the requested transfer will cause the size of the class where he/she will be leaving to be less than 15. If the transfer is granted, and a new student moves into the attendance area causing the class size to exceed 25 students, before the end of the first semester, the last student(s) transferring in must return to the school in his/her attendance area.

b. **High School** - Requirements of the Defined Program (R43-234) governing class size will be followed for students requesting a transfer within the district. If class size exceeds this maximum, the student's request will be denied.

c. **High School Sports** - The High School League Guidelines state that if an eligible student in an established residence transfers to a non-residence attendance zone, he/she is not eligible to play sports in that attendance zone for one year. However, if he/she should change place of residence into that attendance zone, he/she may continue to participate in sports.
5. If transfer is granted, all of the school rules must be observed. If school rules are not followed, the student will be returned to the school in his/her attendance area.
6. Students transferring from their attendance area shall be responsible for their own transportation.
7. Principals from both schools must be in agreement with the transfer of the student. In the case of a handicapped student, the IEP Committee must also be in agreement with the transfer. If there is a disagreement, the superintendent will determine the outcome.
8. A release form must be obtained from the principal of the school last attended concerning fines, return of materials, books and special educational needs of student.

I have read and understand the above requirements of transfer.

Administrator

Parent/Guardian

Date _____

Date _____