Public Schools of Robeson County
Student Transfer
Spring Application Process
2019-2020 School Year

March 1, 2019-April 1, 2019
Schools will Accept Student Transfer Requests Online

Visit the PSRC Website to Access the Student Transfer Request:
http://www.robeson.k12.nc.us
Enter or Cut and Paste the Following Address in your Internet Browser:
https://goo.gl/forms/LUG76TmcBSNj21QQ2

Important: Transfer requests with incomplete mailing addresses will NOT be mailed and there may be a significant delay in notification. Completed/accurate applications, submitted before the deadline, will be the priority.

(Paper transfer request forms will not be used this year.)

Students who move into the school system after April 1 may submit transfer requests until June 14.*

May 1, 2019-June 3, 2019
Principals will Review Student Transfer Requests

June 4, 2019
All Student Transfer Recommendations from Principals Due to Central Office (Office of Administration, Technology, and Plant Operations)

June 12, 2019
Decisions Rendered by Administration (Superintendent or Superintendent’s Designee) for Transfer Requests Submitted from March 1, 2019 to April 1, 2019.

Mid-Late June
Legal Guardians and Parents will be notified by Mail of Decisions

June 28, 2019
Appeal Letters from Legal Guardians and Parents Due to Central Office (Office of Administration, Technology and Plant Operations)

July 10, 2019
Decisions Rendered about Appeals for Transfer Requests submitted from March 1, 2019 to April 1, 2019

Late July
Appeals Notifications for Legal Guardians and Parents Mailed

*Students NEW to the PSRC: Students New to the PSRC must be enrolled in their base or assigned school before starting the student transfer application process. Please call the base or assigned school to schedule an appointment for registration. A parent or legal guardian must enroll a student. Proof of legal guardianship must be provided. Court documents are the only items accepted as proof of legal guardianship.

Students in private schools, preschool, or not yet enrolled in school: If a child attends private school, he/she must first be enrolled in a Public Schools of Robeson County public school prior to submitting a request. Prekindergarten students or those not yet in school are generally excluded from the student transfer process--students should be enrolled in a PSRC school before requesting a student transfer.
Requests for Reassignment*

Students often benefit from remaining in their assigned schools for a variety of reasons, however, the board recognizes that for certain students a change in the student’s assigned school could be beneficial. As a result, parents or guardians may request assignment to a school outside of their regular attendance area.

A parent or guardian of a student enrolled in the PSRC may request a student transfer for his or her school-aged child (K-12) from the base school for the next school year during transfer season. Transfers are considered on a space available basis. All requests shall be considered individually. The PSRC considers transfer requests for very specific reasons as outlined in PSRC Policy Code: 4150 School Assignment. The superintendent or designee may approve a transfer request for the following reasons:

- **Child Care Hardship (ES and MS Only)** The distance between your child’s school and your place of employment or your childcare location creates a hardship. (You must provide supporting documentation from your employer and/or childcare provider affirming the childcare hardship. Documentation should include attempts made to secure child care within the base school boundaries and any extenuating circumstances. The child care provider must be located within the requested school boundaries.) **Exception:** When a high school student is severely or profoundly disabled and the parent provides documentation of child care hardship. (see attachment 2)

- **Sibling(s) Attended Last Year** You want your child/children to move from one school to another school where a sibling currently attends and will continue to attend in the following school year to avoid having children who live in the same household attend multiple elementary, middle, or high schools. Siblings are brothers/sisters (including stepbrothers, stepsisters, foster brothers, foster sisters) who live in the same household as the applicant. Name(s) and grade level(s) of sibling(s) must be provided. **Please Note:** There are no automatic approvals of transfer requests for siblings.

- **Public Schools of Robeson County Employee** Priority shall be given to a transfer request for a student with a bona fide need to attend the school at which his or her parent is employed.

- **Senior Status** (Student’s Last Year at Current School)

- **Harm: Extreme or Unusual Circumstances** Affect the Student’s Academic Achievement and/or Behavior at School Documented hardship includes families with documentation supporting: participation in witness protection, protective orders, pending foreclosure, serious illness of parent, or other unusual and extraordinary circumstances. (Documentation Required)

- **Family Relocation Within Robeson County** (Student Moved and Wants to Remain at Current School) Documentation may be requested to establish that the new residence is a bona fide domicile for the student.

The following conditions apply in regard to transfers:

- If space is available on a specific bus route, a transfer student may ride the school bus to an alternate destination as designated by the parent/guardian located on the bus route.
- The transfer or reassignment is valid for no more than one school year.
- Any transfer request that is approved based upon false or misleading information will be declared void, and the transfer will be rescinded.

Student transfers can be denied for the following reasons: 1) admission of the student would cause overcrowding of classes; 2) admission of the student would cause the district to hire additional personnel; 3) the student's prior attendance record; 4) the student's prior conduct record; and 5) other lawful reasons determined by the district. **Note:** In the absence of extenuating circumstances, late applications will not be processed.

*Information based on PSRC Policy Code: 4150 School Assignment*