

# STUDENT TRANSFERS

## 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/LUG76TmcBSNj2IOQ2>

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.

Public Schools  
of Robeson  
County

For more information:

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4320 Kahn Drive, Lumberton, NC 28358  
910-671-6000 (Office)  
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## 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 bonafide need to attend the school at which his or her parent is employed.
- **Senior Status** (Student's Last Year at Current School)
- **Hardship: 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.
- **Transfer from PSRC TO Another School System** [If student will continue living in the PSRC district then the student must be formally released from the PSRC's Board of Education by writing a letter releasing the child(ren) from the District.] (No documentation is needed from the school or parents.)
- **Transfer FROM Another School System to the PSRC.** [If student will continue living outside of the PSRC district then student must be released by their current school system and the parent/guardian must provide proof of release to Board of Education (i.e. Assistant Superintendent of Administration, Technology, and Plant Operations).]
- **Medical, Emotional, or Social Adjustment** Your child has a severe medical issue that can be addressed by a change in school. You must provide documentation signed by a doctor on the medical provider's letterhead stating the medical condition and the reason why the transfer is recommended. Appropriate staff from the Public Schools of Robeson County (Student Support Services or Office of Administration, Technology, and Plant Operations) may contact the medical provider to gain further information. (Written Statement from a Licensed Treating Physician, Psychiatrist, or Psychologist Required) (see attached)
- **Substantial Concerns Exist Regarding the Safety of the Student or Others in the School** You feel that your child is unsafe at his or her current school. All safety transfer requests and supporting documentation must come from schools. Families should not bring the documentation to the Board of Education (Central Office). Schools must fax an occurrence report or other school documentation; a police report, docket number, or court documentation, etc. (Documentation from Current School or Law Enforcement Agency Required)
- **Other Legal Requirements Require the Transfer** (Documentation Required)
- **Exceptional Children's Program Transfer** (District Administrative Approval Required)
- **Special Curricular Needs** (District Administrative Approval Required)

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