

## Student Assignment to Schools

Except as noted below, students are required to attend the school in the attendance area in which they reside except in cases in which a transfer has been approved by the Superintendent or his/her designee. Each case shall be considered separately and a decision made accordingly. A student may not transfer to another District school on the basis of S.C. Report Card designations, and notwithstanding the provisions of Public Law 106-554, a student may not transfer to another school on the basis that the student attends a school designated for "school improvement" pursuant to Section 1116(c) of Part A of Title I of the Elementary and Secondary Education Act of 1965 as may be amended.

An employee's child will be allowed to attend a school which serves students in the high school attendance area in which the employee works.

Students whose transfer requests are approved are responsible for their own transportation to and from school.

Transfer requests are approved only for the period comprising a single academic year except as noted in the following sentence. Transfer requests do not have to be submitted for a student to remain in the same school for which his/her transfer request was previously approved as long as he/she meets the same conditions that led to the prior approval.

Approval of the transfer request for a student does not guarantee that approval will be granted for his/her siblings either for the same academic year or for future academic years. The application for a sibling will be considered according to the regulations associated with the category of the school to which the sibling wishes to transfer. For example, the application of a sibling to attend a Category 1 school will not be accepted. The application of a sibling to attend a Category 2 school will be considered only in terms of the hardship rules noted below.

Each year, applications for transfer will be subject to the policies and regulations in effect at that time. The capacity of a school is subject to change; therefore, parents should carefully consider the potential effect on the family if their children attend schools in more than one attendance area.

1. Based upon the most recent 45-day enrollment data, the Office of Facilities Management shall classify each school (excluding academies and the alternative school) into one of two capacity categories which will affect the decisions made concerning student transfer requests.
  - a. Category 1: schools with a projected enrollment which is ~~400~~ 95 percent or more of the design capacity of the facilities and/or schools designated as Category 1 schools because they are projected to be high growth schools by the Office of Facilities Management. [Note: The percent is subject to change by the District.]

**Transfer requests will not be accepted to newly constructed schools for a full school calendar year.**

**Student transfers must be submitted to Student Affairs no later than June 30, prior to the following school year.**

New transfer requests will not be accepted except as otherwise provided by this policy. Exceptions will not be granted for a student whose sibling has had a transfer request approved for another school which serves students in the same high school attendance area.

Out-of-county students will not be allowed to attend Category 1 schools.

- b. Category 2: schools with a projected enrollment which is less than ~~400~~ 95 percent of the design capacity of the facilities. [Note: The percent is subject to change by the District.]

Transfer requests will be approved subject to the hardship rules as noted below.

2. Applications for transfer are available through the website of the Office of Student Affairs. Subject to

the above categories, the parent will submit a written application for transfer to the Executive Director of Student Affairs requesting permission for the child to attend a school outside his/her attendance area. The application shall specify the reason(s) for the request. For Category 2 schools, hardship cases may include, but are not limited to, the following:

- a. Lack of an academic course or program within the normal school day in the school to which a student has been assigned;
  - b. After school child care due to:
    - (1) Parent's work schedule and/or work location; or
    - (2) Lack of afternoon child care at sending school or in its area;
  - c. Health of child and/or parent;
  - d. Purchase of a lot and planning to build or building a house intended as the parent's primary residence (proof of purchase must be furnished and if the transfer is approved, evidence indicating substantial progress towards completion must be furnished for an application for transfer to be approved the following year);
  - e. ~~Traditional/year-round school calendars.~~
3. Transfers will not be allowed in order for a student to participate in an extra-curricular program.
  4. Applications should be received by the Executive Director of Student Affairs no later than the date published by the District each school year. However, students who move into the District from another county or state after the published date have three weeks after arrival to apply for a transfer.
  5. The Executive Director of Student Affairs will provide an opportunity for the sending principal and the receiving principal to present their recommendations concerning the transfer of the student. In making his/her recommendation, the receiving principal must give consideration to the capacity of his/her facilities by grade level or programmatic area. A record of excessive absences, discipline problems, or tardiness could be grounds for non-approval, non-renewal, or termination of the transfer application/permission.
  6. The Executive Director of Student Affairs will approve or disapprove transfer requests based upon the information associated with the request for transfer and the policy on assignment to schools.
  7. The decision of the Executive Director of Student Affairs may not be appealed to anyone other than the Superintendent or his/her designee, including the Board.
  8. If a student changes residences after mid-year from one school attendance area to another within the District, the student may elect to complete the current year in the same school.

*Legal references.*

*State.*

*S.C. Code § 59-19-90 (9) – Transfer and assignment authority.*

*S.C. Code § 59-63-425 – Student may transfer.*

*S.C. Code § 59-63-470 – Transfer of pupils when enrollment of such pupils threatens to disturb peace.*

*Revised: 7-1-03, 7-1-04; 7-1-07; 7-1-11; \_\_\_\_\_.*