

STAFFORD COUNTY PUBLIC SCHOOLS STUDENT TRANSFER APPLICATION

INSTRUCTIONS: The parent or guardian must complete Part I, sign and submit the application to the requested school principal. **Applications must be received by July 8, 2022 for the 2022-2023 school year.** All necessary documentation must accompany this request. Submit a separate form for each child. Student Transfers are granted on a space available basis.

Closed Schools: Elementary: Anthony Burns, Conway, Falmouth, Ferry Farm, Garrisonville, Grafton Village, Hampton Oaks, Hartwood, Kate Waller Barrett, Margaret Brent, Moncure, Park Ridge, Rocky Run, Stafford, and Winding Creek; **Middle:** Drew, H.H. Poole, Rodney Thompson, and A.G. Wright; **High:** All of the high schools are closed. Transfer requests to closed schools will be denied.

PART I STUDENT TRANSFER REQUEST (please print)

Student Name: _____

LAST NAME
FIRST NAME
MIDDLE NAME

 For School Year: 2022 - 2023 Base School: _____ Requested School: _____ Grade Level: _____
 Last School Attended: _____ Gender: Male Female
 Parent/Guardian Name: _____ Home Phone: _____
 Street Address/Apt #: _____ Other Phone: _____
 City, State, Zip: _____ Email: _____

Reason for Request: (choose ONLY one)

<input type="checkbox"/>	Child Care – Attach a Child Care Verification Form
<input type="checkbox"/>	Specific medical, emotional or adjustive needs – Attach professional documentation
<input type="checkbox"/>	Sequential (multi-year) curricular program – program name _____ (does not include half-day programs)
<input type="checkbox"/>	Bullying/Victim of a violent crime (documentation and validation from current school required).
<input type="checkbox"/>	Other valid need – Attach documentation detailing valid need (e.g. extreme family hardships)

Does your child have an IEP? Yes No
 (If your child is new to Stafford County Public Schools, please include a copy of the child's IEP)

I understand if the transfer is approved: 1) Transportation is not provided by SCPS for students attending school on an approved transfer; 2) Transfers may be revoked due to attendance, discipline, or if the reason the transfer was approved is no longer valid (i.e. changing daycare); 3) The student must be a Stafford County resident; and 4) Approval of this transfer does NOT mean Virginia High School League (VHSL) eligibility is granted. A transfer student may not be eligible to participate in VHSL sponsored activities based on VHSL transfers rules. A student may lose eligibility if the student's transfer is revoked or rescinded. Eligibility is determined at the school into which you are transferring, 5) This transfer becomes void if not utilized within 30 days of the beginning of the school year.

I understand it is a misdemeanor to make false statements as to school division or attendance zone residency. I certify that all the information on this application is correct to the best of my knowledge.

Parent/Guardian Signature: _____ Date: _____

PART II REQUESTED SCHOOL USE ONLY

Requested School: _____ Approved: Pending Special Ed. Denied: Does not meet criteria
 Final Capacity – Closed School
 Comments: _____ Capacity at Grade Level
 Principal's Signature: _____ Date: _____

After Part II is complete, send form and any attachments to the Student Transfer Office.

PART III SPECIAL EDUCATION/ADMINISTRATIVE RECOMMENDATION (office use only)

Program Available Yes No
 Comments: _____
 Signature: _____ Date: _____

PART IV CENTRAL OFFICE USE ONLY

Date Reviewed: _____ Received By: _____ Code: _____
 Appeal: Approved Denied Comments: _____
 Signature: _____ Date: _____

