

**STAFFORD COUNTY PUBLIC SCHOOLS
STUDENT OF SCPS RESIDENT EMPLOYEE -- TRANSFER APPLICATION**

INSTRUCTIONS: Part-time or full-time SCPS employees who reside in Stafford County must complete Part I, sign and **submit the application to the Student Transfer Office**. Submit a separate form for each child. Reference: Policy and Regulation 2103, Student Transfers. **Please note the new email address.**
Email completed application from your SCPS Gmail account to transfers@staffordschools.net.

PART I STUDENT TRANSFER REQUEST (please print)

STUDENT TRANSFER REQUEST: (choose one)

- Option 1:** Attend school at my work location, the school nearest my work location, or the school supported by transportation.
- Option 2:** Attend a school other than my work location/school nearest my work location for **ONE** of the following reasons:
- Specific medical, emotional or adjustive need – **Attach professional documentation** Child Care - FOR ES and MS students ONLY
 - Other valid need – **Attach documentation of the valid need (Attach Child Care Verification Form)**
 - Sequential (multi-year) curricular program – name of program: _____

Student Name: _____ Date of Birth: _____
LAST NAME FIRST NAME MIDDLE NAME

For school year: 2022 - 2023 Current School: _____ Requested School: _____

Base School: _____ Grade Level: _____ Gender: Male Female

Parent/Guardian Name: _____ Home Phone: _____
Street Address/Apt #: _____ Other Phone: _____
City, State, Zip: _____ SCPS Email: _____

School/Work location: _____ Job title: _____

Does your student have an IEP? Yes No If yes and your child is new to the division, attach a copy of the IEP.

I understand if the transfer is approved: 1)SCPS transportation is only provided for transfer students from employee worksites to the schools supported by transportation (see attached listing); 2) per Policy 2103, transfers may be denied or revoked due to attendance, discipline, or if the reason the transfer was approved is no longer valid; 3) the student must be a Stafford County resident; and 4) approval of transfer does NOT mean Virginia High School League (VHSL) eligibility is granted. A student may not be eligible to participate in VHSL sponsored activities per VHSL Transfer Rule 28-6-1. A student may lose eligibility if the student's transfer is revoked or rescinded.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.

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: _____

(Typing your name constitutes an electronic signature. Emailing from your SCPS GroupWise account verifies your electronic signature.)

PART II HUMAN RESOURCES EMPLOYMENT VERIFICATION

Requirements met? Y N HR's signature: _____
Comment: _____ Date: _____

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

Program available? Y N Comments: _____
Signature: _____ Date: _____

PART IV CENTRAL OFFICE USE ONLY

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

Transportation Feeder Patterns for Children of SCPS Employees

Staff School of Employment	Child's Elementary School	Child's Middle School	Child's High School
Anne Moncure ES	Anne Moncure	HH Poole MS	North Stafford HS
Anthony Burns ES	Anthony Burns ES	Rodney Thompson MS	Colonial Forge HS
Conway ES	Conway ES	Edward E. Drew MS	Stafford HS
Falmouth ES	Falmouth ES	Edward E. Drew MS	Stafford HS
Ferry Farm ES	Ferry Farm ES	Dixon-Smith MS	Stafford HS
Garrisonville ES	Garrisonville ES	AG Wright MS	Mountain View HS
Grafton Village ES	Grafton Village ES	Dixon-Smith MS	Stafford HS
Hampton Oaks ES	Hampton Oaks ES	HH Poole MS	North Stafford HS
Hartwood ES	Hartwood ES	T. Benton Gayle MS	Mountain View HS
Kate W. Barrett ES	Kate W. Barrett ES	HH Poole MS	North Stafford HS
Margaret Brent ES	Margaret Brent ES	AG Wright/Rodney Thompson MS	Mountain View HS
Park Ridge ES	Park Ridge ES	Rodney Thompson MS	North Stafford HS
Rockhill ES	Rockhill ES	AG Wright MS	Mountain View HS
Rocky Run ES	Rocky Run ES	T. Benton Gayle MS	Colonial Forge HS
Stafford ES	Stafford ES	Stafford MS	Brooke Point HS
Widewater ES	Widewater ES	Shirley Heim MS	Brooke Point HS
Winding Creek ES	Winding Creek ES	Rodney Thompson MS	Colonial Forge HS
AG Wright MS	Garrisonville ES	AG Wright MS	Mountain View HS
Dixon-Smith MS	Grafton Village ES	Dixon-Smith MS	Stafford HS
Edward E. Drew MS	Falmouth ES	Edward E. Drew MS	Stafford HS
HH Poole MS	Winding Creek ES	HH Poole MS	North Stafford HS
Rodney Thompson MS	Winding Creek ES	Rodney Thompson MS	Colonial Forge HS
Shirley Heim MS	Widewater ES	Shirley Heim MS	Brooke Point HS
Stafford MS	Stafford ES	Stafford MS	Brooke Point HS
T. Benton Gayle MS	Hartwood ES	T. Benton Gayle MS	Colonial Forge HS
Brooke Point HS	Stafford ES	Stafford MS	Brooke Point HS
Colonial Forge HS	Winding Creek ES	Rodney Thompson MS	Colonial Forge HS
Mountain View HS	Margaret Brent ES	AG Wright/Rodney Thompson MS	Mountain View HS
North Stafford HS	Kate W. Barrett ES	HH Poole MS	North Stafford HS
Stafford HS	Falmouth ES	Edward E. Drew MS	Stafford HS
Alvin York Bandy Complex	Stafford ES	Stafford MS	Brooke Point HS
Transportation/Fleet Services	Falmouth ES	Edward E. Drew MS	Stafford HS
North Star EC	Garrisonville ES	AG Wright MS	Mountain View HS
Rising Star EC	Falmouth ES	Edward E. Drew MS	Stafford HS
O&M/Nutrition/ Technology	Falmouth ES	Edward E. Drew MS	Stafford HS
Phoenix Center	Rocky Run ES	T. Benton Gayle MS	Colonial Forge HS

TRANSPORTATION TO AND FROM CHILD'S GRADE LEVEL						
Staff School of Employment	High School		Elementary		Middle School	
	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
Elementary Schools	No Bus	Bus Provided	No Bus	No Bus	Bus Provided	No Bus
Middle Schools	No Bus	Bus Provided	No Bus	Bus Provided	No Bus	No Bus
High Schools	No Bus	No Bus	Bus Provided	No Bus	Bus Provided	No Bus