

**STAFFORD COUNTY PUBLIC SCHOOLS
2022-2023 AFTER-THE DEADLINE STUDENT TRANSFER APPLICATION**

INSTRUCTIONS: Write a letter to the principal explaining the extenuating circumstances which prevented you from submitting the transfer during the open window of **March 14, 2022 to July 8, 2022**. The parent/guardian must complete Part I, sign and submit the application to the requested school principal. All necessary documents must accompany this request. Submit a separate form for each child. Student Transfers are granted on a space available basis. The criteria and procedure changes after the deadline.

Closed Schools: Elementary: All elementary schools are closed with the exception of Rockhill Elementary School; **Middle Schools:** A.G. Wright, Edward Drew, H.H. Poole, and Rodney Thompson Middle Schools; and **High Schools:** all the high schools are CLOSED to transfers for the 2022-23 school year. Transfer requests to closed schools will be DENIED.

PART I STUDENT TRANSFER REQUEST (please print)

Student Name: _____
LAST FIRST MI
 For School Year: 2022-2023 Base School: _____ Requested School: _____ Grade Level: _____
 Last School Attended: _____
 Parent/Guardian Name: _____ Home Phone: _____
 Address: _____ Other Phone: _____
STREET

CITY STATE ZIP CODE Email: _____

REASON FOR REQUEST: (choose ONLY one)

- An unexpected change required for Child Care arrangements (document situation and why daycare is not available in your zone)– Attach Child Care Verification Form
- Specific medical, emotional or adjustive needs – **Attach professional documentation from doctors, psychologist, etc.**
- A family move **within the division** occurs due to circumstances such as foreclosure, death of a family member, job loss, etc.
- A family **relocates** to Stafford County after the deadline and needs to transfer for child care (document why daycare was not available in attendance zone – attach Child Care Verification Form), curricular program, etc.
- Situations involving bullying or the student is a the victim of a violent crime
- The placement of a sibling in a school for special ed. services and the parent requests to place all children in the same school
- Other extenuating circumstances (extreme family hardships)

Does your student have an IEP? Yes No

I understand if the transfer is approved: 1) transportation is not provided by SCPS for students attending school on an approved transfer; 2) per Policy 2103 transfers may be revoked due to attendance, discipline, or if the reason the transfer was approved is no longer valid (i.e. not enrolling in a curricular program, changing daycare, etc) ; 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 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. (5) This transfer becomes void if not utilized by August 31st of the current school year.

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

Comments: _____

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 Not Available Comments: _____

Signature: _____ Date: _____

PART IV CENTRAL OFFICE USE ONLY

Date Reviewed: _____ Received By: _____ Code: _____

Appeal: Approved Denied Comments: _____

Signature: _____ Date: _____

