

**Taylor County Board of Education**  
**71 Utt Drive, Grafton, WV 26354**  
**304-265-2497**

REQUEST FOR STUDENT TRANSFER

IN OR OUT OF COUNTY

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home Telephone \_\_\_\_\_

Address \_\_\_\_\_ Work Telephone \_\_\_\_\_

\_\_\_\_\_ School Year \_\_\_\_\_

Residence (County) \_\_\_\_\_ School Currently Attending \_\_\_\_\_

Request Transfer to School \_\_\_\_\_ County \_\_\_\_\_

Reason for Request \_\_\_\_\_

\_\_\_\_\_

Does your child receive Special Education Services? \_\_\_ Yes \_\_\_ No

If yes, what services are provided? \_\_\_\_\_

Please attach a copy of the IEP

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

As per West Virginia State Code (Law), §18-5-16A, both County Boards of Education must approve transfers of non-residents students. Taylor County Board of Education will not be responsible for any transportation or cost related to transfer.

Grade Pre-K or K through 6 students who receive board permission to transfer to another school will be excluded if the student-teacher ratio in his/her classroom exceeds the ratio mandated by law. This could happen if another student moves into that attendance area. If this should occur, the date on the original request letter will be utilized, with the most recent request returning to his/her home school first.

Note that the approval of this request is contingent upon the students' adherence to the established Code of Conduct for West Virginia Public School Students. Failure to comply with this code may result in termination of this agreement and the student forfeiting his/her opportunity to attend Taylor County Schools.

\*\* You have the right to appeal this denial. Please contact my office at the above listed address or phone number if you have any questions, or if you need help with the appeal process.

Please complete this form and return to Attendance Director, Taylor County Board of Education, 71 Utt Drive, Grafton, WV 26354.

Board Approved \_\_\_\_\_ Board Denied \_\_\_\_\_ Date of Board Meeting \_\_\_\_\_

Superintendent/Designee \_\_\_\_\_ Date \_\_\_\_\_

