

**Colleton County School District**  
**500 Forest Circle, Walterboro, SC 29488**  
**843-782-4510**

**Student Transfer Request**  
**2022-2023**

Students are expected to attend the school their residence is zoned, except in unusual circumstances. Transfer requests must include a completed **application, proof of current address, photo ID, a letter** stating the reason for the desire to transfer, and any accompanying documentation requested. Transfer requests are only considered for the following areas: **childcare, Colleton County School District employee option, and hardship**. Transfer decisions will only be considered from **February 22, 2022, through April 30, 2022**.

### **HARDSHIP**

The **Transfer Committee** will make recommendations regarding the documented hardship. Parents will be notified immediately when the committee makes the decision. Documentation provided must demonstrate a clear condition of danger or hazard for the student, family, or both. Hardship requests should be supported by statements from medical doctors, psychiatrists, psychologists, social workers, employers, or school administrators who know the concern. Reports from resource/police officers or other professionals may also be included with the request(s).

#### **Required documentation checklist:**

- Application form
- Proof of Current Address (lease agreement/mortgage statement and utility bill)
- Photo ID
- Copy of student's birth certificate (long-form) Initial Requests Only
- A letter stating the following: (a) the requested school (school must be open for transfers), (b) the reason for the desire to transfer, and (c) any accompanying documents requested.
- Supporting documentation from medical doctors, psychiatrists, psychologists, social workers, or school administrators who know the concern may be included with the request. Reports from resource/police officers or other professionals may also be included with the request(s).

#### **PLEASE MAKE NOTE:**

1. The application will not be considered for schools that do not have space.
2. **INCOMPLETE AND LATE** TRANSFER APPLICATIONS WILL NOT BE ACCEPTED NOR PROCESSED AFTER APRIL 30, 2022.
3. Parents/guardians must provide transportation for approved transfer.
4. Transfers may be revoked for reasons including but not limited to repeated tardiness, excessive absences, violation of the Code of Conduct, submission of incorrect information, and employee separation from the district.
5. Please submit completed applications to the home school or directly to the **Office of Student Services at 500 Forest Circle, Walterboro, SC 29488**.

**NOTE: Grandfathered conditions for fifth-grade students ONLY:** A Student Transfer Request application is required from all parents requesting a "grandfathered" requirement for students in fifth grade only. The School District does not provide transportation for these or any out-of-zone transfers.

**Mission:** Colleton County School District will prepare every student to graduate with a 21st-century education to be globally competitive for their chosen college and/or career path.

**February 2022**

**Colleton County School District  
500 Forest Circle, Walterboro, SC 29488  
843-782-4510**

**STUDENT TRANSFER APPLICATION FORM**

**2022-2023**

Parents(s)/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**BASIS FOR REQUEST**

**Transfer Basis (Choose one only):**

- Childcare \_\_\_\_\_
- CCSD Employee Option (worksite) \_\_\_\_\_
- Other \_\_\_\_\_

Schools zoned for residence: \_\_\_\_\_

Schools to which transfer is requested: \_\_\_\_\_

Fill in Chart Below:

Student's Name	Sex	Race	Special Education	504	Grade Level
			Yes or No	Yes or No	
			Yes or No	Yes or No	
			Yes or No	Yes or No	
			Yes or No	Yes or No	

**Additional questions:**

- Is this a renewal? **Yes/No** Last application date? \_\_\_\_\_
- Have you submitted any paperwork for the current school year before now? **Yes/No** (circle one)
- Is any student(s) listed above suspended or expelled? **Yes/No** (circle one)
- **If yes to either of the above questions, please explain** \_\_\_\_\_

**Please read the following carefully and initial each line:**

- \_\_\_\_\_ Parents/Guardians **must** provide transportation for approved transfer requests.
- \_\_\_\_\_ Transfers **may be revoked** for reasons including but not limited to repeated tardiness or excessive absences, submission of incorrect information, and employee separation from the district
- \_\_\_\_\_ All applications must have the appropriate accompanying documents and current proof of residence.

***I have read and understand the directions for applying for the student transfer. I agree to abide by the policies of Colleton County School District. I testify that all of the information on this form and the documentation submitted with my intradistrict transfer request are true and accurate. I understand that failure to comply with these conditions or falsifying any portion of the application may result in the revocation of my request.***

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

\*\*\*\*\*

**FOR OFFICE USE ONLY**

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Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- \_\_\_\_\_ No documented Hardship
- \_\_\_\_\_ No space available
- \_\_\_\_\_ Basis not applicable

Requested School: \_\_\_\_\_  
 Zoned School: \_\_\_\_\_  
 School Zoned for Special Services Placement \_\_\_\_\_

Date Processed \_\_\_\_\_

Request granted: Yes or No

Signature: \_\_\_\_\_