



## Student Transfer Information

Transfer applications will be accepted from

**February 22, 2022 through April 30, 2022.**

Applications can be accessed at <https://www.colleton.k12.sc.us/>

Please submit completed applications to the Office of Student Services or the school that you child(ren) currently attend.



### Important Reminders:

- Applications are available online at <https://www.colleton.k12.sc.us>
- **Incomplete applications will not be accepted nor processed.**
- **Late applications will not be accepted or processed.**
- Parent/Guardians must provide transportation for approved transfer requests.
- Transfers may be revoked for reasons including, but not limited to excessive tardies, excessive absences, violation of the Student Code of Conduct, submission of incorrect information, and employee separation from CCSD.
- Grandfathered conditions for fifth grade students only: A student transfer required from all parents requesting a "grandfathered" condition for students in fifth grade.

### Required Documents

- ⇒ Application Form
- ⇒ Child's Long-form Birth Certificate (Initial Request Only)
- ⇒ Photo ID
- ⇒ Two(2) Proofs of Residency (i.e. electric bill, water bill, tax bill)
- ⇒ A letter stating the following: the requested school must be open for transfers; the reason for the transfer, and any accompanying documents requested.
- ⇒ Supporting documentation from medical doctors, psychiatrists, psychologists, social workers, and/or school administrators who have knowledge of the concern may be included with the request.

### For Assistance:

If you have any questions about the transfer process, please contact someone from the zone school or the **Office of Student Services** at 500 Forest Circle, Walterboro, SC 29488.

Telephone: (843)782-4524

Fax: (843)782-0023

Dr. Cordelia Jenkins, Director of Student Services

Mrs. Leah Reason, Attendance Specialist

Mrs. Renee Jamison, Social Worker

Mrs. Emily Williams, Administrative Assistant

### Schools accepting transfer requests:

Black Street Early Childhood Center, Bells Elementary School  
Cottageville Elementary School, Forest Hills Elementary School  
Hendersonville Elementary School, & Northside Elementary School

### CCSD MISSION:

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

**The Transfer Committee** will make recommendations regarding the documented hardship. Parents will be notified by mail when the committee makes a 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 administrators who have knowledge of the concern. Reports from resource/police officers or other professionals may also be included with the request(s).

Students are expected to attend the school for which their residence is zoned, except in unusual circumstances. Transfers requests must include: a completed application form, proof of current address, photo ID, a letter stating the reason for the desire to transfer, and any accompanying documentation requested. Transfers are only considered for these three areas: childcare, Colleton County School District employee option, and hardships.