

# Hardship Student Transfer Request for School Year 2023-2024

*Transfer requests will be accepted from parents/legal guardians February 1<sup>st</sup> through February 28<sup>th</sup>. Unless extenuating circumstances exist, February 28<sup>th</sup> will be the last day the district will accept transfer application for the upcoming school year. Transfer requests received after February 28<sup>th</sup> may not be approved due to staffing decisions that have been made and students will be enrolled in their zoned school by the district.*

**Instructions & Information:** Failure to provide all documentation needed to support the transfer will result in a denial. The intent of offering this privilege is to provide assistance to families who have a legitimate and documented hardship that the school and district have the capacity to assist in relieving through a transfer.

- Requests will not be approved if student is not in good academic and behavioral standing at current school.
- Requests will not be approved if all documentation is not submitted.
  - Acceptable Proof of Residency (POR): Current Electric Bill, Gas Bill, Water Bill or Rental/Lease Contract in the parent/guardian's name-The school will request an updated POR in the summer leading up to the school year. The school may also request an updated POR during the school year. Failure to provide this documentation can result in the Transfer being denied or rescinded.
  - If childcare is the need, you must provide documentation verifying this need. If this request is due to your work schedule, you must provide a letter from your employer on the company letterhead with your workdays and times. The letter must be submitted with this transfer request, or the request will be denied.
- School bus transportation **is not** available to students on transfers to or from any residence. Parents must provide transportation if approved.
- An approval of a transfer request does not admit any student into a School of Choice Program. There are no transfers allowed into Cherry Park School of Immersion. There are also no transfers allowed for any 4K program in the school district.
- Transfers will not be considered based on desire to participate in extra or co-curricular activities at the requested school. A change in high school enrollment will affect eligibility to participate in interscholastic activities.
- When you change your zone within the Rock Hill School District, you will not be eligible to participate in athletics for 365 days.
- Transfer Requests are only approved on a yearly basis and must be completed each school year.

**Transfer Requests may be revoked if :**

- Inaccurate/incorrect information is provided.
- Tardies, absences, late pick up, and/or early dismissals become excessive.
- **Student does not remain in good academic and behavioral standing while at a school on an approved transfer request.**

**Transfer request criteria as stated in district policy *Administrative Rule JCA-R* include:**

- ❖ Childcare issues for elementary and middle school students. Approval based on documentation of severely limited availability of childcare.
- ❖ Completion of last grade level at previously assigned school. Applies to students completing the 5<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade only.
- ❖ Extraordinary circumstances involving sudden traumatic family situations.
- ❖ Due to school capacity limitations, requests based on convenience, distance to a school, or conflicts within the current school environment are not included in policy criteria and will not be approved.

**After informed of an approved transfer, parent/guardian is expected to contact the assigned school to enroll student.**

**Return this completed form with all documentation to:**

**Office of Student Services at Rock Hill Schools**

**Street address:** 386 East Black St.  
Rock Hill, SC 29730

**Email:** [StudentServices@rhmail.org](mailto:StudentServices@rhmail.org)  
**Telephone:** 803-981-1041

**Mailing address:** P.O. Drawer 10072  
Rock Hill, SC 29731

# Hardship Student Transfer Request for School Year 2023-2024

*\*One student per form.*

Student Name \_\_\_\_\_ 2023-24 Grade Level \_\_\_\_\_

Last

First

Middle

Parent/Legal Guard.: \_\_\_\_\_ Home/Cell Ph. \_\_\_\_\_ Work Ph. \_\_\_\_\_

Primary Email Address (Please Print): \_\_\_\_\_

Are you the student's parent? Yes \_\_\_ No \_\_\_ If No, are you the Court Appointed Guardian? Yes \_\_\_ No \_\_\_; **If No, contact the Office of Student Services to complete an Attendance Affidavit. Transfer requests are only accepted from the parent/legal guardian or caregiver with 2023-24 Attendance Affidavit on file in the Office of Student Services**

Current Street Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

If this request is due to a move to a different school zone, provide your prior address below:

Prior Street Address: \_\_\_\_\_ Date Moved: \_\_\_\_\_

Previous School in 2022-23	Zone School for 2023-24	Requested School for 2023-24

**You must specify a reason(s) for this request in the space below. It must apply to policy criteria as listed on the front of this form.**

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If this request for transfer is due to childcare (for Elementary and Middle School only), please list name of Child Care Provider: \_\_\_\_\_

Address of Provider: \_\_\_\_\_ Child Care Provider Phone # \_\_\_\_\_

**I have read and understand all information regarding transfer request approval provided on this document and verify that all information concerning this request is valid.**

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

You will receive notice regarding acceptance or denial of your request by EMAIL. A copy will be sent to both the requested and zone schools.

**For District Office Use Only:** School Zone Verified? Y N

Approved \_\_\_\_\_ Denied \_\_\_\_\_ School Assignment \_\_\_\_\_

District Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Date received in office:**

**Basis for approval/denial:** \_\_\_ Childcare issues documented; \_\_\_ Completing current school year; \_\_\_ Completing last grade level; \_\_\_ Capacity of school/grade level does not support approval; \_\_\_ Does not meet policy criteria for transfer approval; \_\_\_ Tardy/absentee records do not support transfer; \_\_\_ Other (See comments below)

Comments \_\_\_\_\_

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