

# Application for Special Permission



## PART 1

**TO BE COMPLETED BY PARENT/LEGAL GUARDIAN:**                      **DATE:** \_\_\_\_\_

*Note: (If applicable) Legal guardian must attach appropriate legal documentation of guardianship.*

Student Name \_\_\_\_\_

School Year \_\_\_\_\_ Grade \_\_\_\_\_ Birth Date \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Current School/County \_\_\_\_\_

Home District School \_\_\_\_\_

School Requested \_\_\_\_\_

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

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Parent/Legal Guardian

Parent/Legal Guardian

**By signing this form, I authorize Ohio County Schools to contact the school where my student is currently enrolled.**

Signature of Parent/Legal Guardian \_\_\_\_\_

Residence Address (Do Not Use PO Box):

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

## PART 2

Please answer the questions below:

- Is this student residing in the state of West Virginia?                       Yes  No
- Is this student involved in any legal proceedings for truancy?                       Yes  No
- Has this student been suspended from school?                       Yes  No
- Has this student been expelled from school?                       Yes  No
- If student has been expelled or has been recommended for expulsion, when and where was the expulsion conducted?  
\_\_\_\_\_

- Is student presently receiving special education services?                       Yes  No

Ohio County Director of Special Education will need to review your child's IEP prior to this application being processed.

\*Parent is to notify the Director of Special Education of this request

- Is this a new request for student transfer?                       Yes  No
- Is this a request to transfer into Ohio County?                       Yes  No *(If yes, see number 5 on back)*
- Is this a request to transfer Out of County?                       Yes  No
- Is this a request to transfer within Ohio County?                       Yes  No

*Please read important information below:*

1. Transfers are granted for this school year and will automatically be renewed for subsequent school years without Reapplication if space continues to exist in projected enrollment figures. Reapplication **is necessary** from elementary school to middle school.
2. Bus transportation is NOT provided when you transfer to a school outside of your home school attendance area.
3. If the student-teacher ratio allowable by WV Code is exceeded at any time, transfer students must return to their respective home schools.
4. Transfer students must observe school rules and regulations and attend school regularly; refusal to do so may result in having their transfer status rescinded.
5. An **OUT OF COUNTY** transfer request requires proof of release from the student's home county BOE and copies of the following: *grades, attendance history, and discipline records* (attach all to this request). Ohio County BOE must approve entrance into Ohio County. If Ohio County BOE approves, **there is no guarantee of placement into the school requested.**
6. Transfer students are subject to the rules and regulations of the West Virginia Secondary Schools Activities Commission.
7. Transfer requests may start being submitted after January 1st, **prior** to the next school year.

*Ohio County Schools Policy 2006.01 provides that the Ohio County Schools administration may rescind permission to attend an out of district school upon showing of sufficient cause, including, but not limited to, poor attendance, infractions of the Student Code of Conduct, or exceeding WV Code for student-teacher ratio in the school affected.*

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**PART 3** (Office Use Only)

DATE RECEIVED \_\_\_\_\_ TIME RECEIVED \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

APPROVED/DENIED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Principal

BOARD APPROVED DATE (OUT OF COUNTY) \_\_\_\_\_

DATE LETTER SENT \_\_\_\_\_

ADMINISTRATOR \_\_\_\_\_  
Director of Student Services