



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school rules and regulations and attend school regularly; refusal to do so may result in having their transfer status rescinded.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.

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