

Randolph County Pre-K

40 Eleventh Street
Elkins, WV 26241
304-636-9150 ext 126

IN-COUNTY TRANSFER REQUEST

Date of Application _____ For the _____ School year (ex. 2023-24)

Name of Parent: _____

Physical Address (Location, No Route No. or PO Box)

Mailing Address, if different:

Home Phone _____ Work Phone _____ Other _____

Student Name _____ Date of Birth _____ Special Education (Y or N) _____

School Requesting: _____ School zone in which you live: _____

Reason for request: _____

Transportation to the requested school becomes the sole responsibility of the parent/guardian when a student transfers outside his/her attendance area, including transportation from/to childcare locations. Randolph County Schools will not assume responsibility for any transportation, and or other expenses relating to this transfer.

An in-county request must be submitted each year. It may become necessary to revoke this transfer if the student/teacher ratio allowable by WV code is exceeded. Non-compliance with county and/or local school policies may result in denial of the request. Out of zone residency is not an excuse for absenteeism or tardiness. Students must report to school on time and be picked up from school at the designated time.

By signing below, I certify that I am the legal guardian of the child listed above and I agree to the statements.

Parent/guardian signature: _____ Date: _____

Approved: _____ Denied: _____ Reason: _____

_____ Date: _____

Authorized Signature/Title