

In-County Out-of-Zone Request for Transfer Procedures 8210.P
BARBOUR COUNTY STUDENT TRANSFER PROCEDURES

In schools where space and services exist for students to attend out of zone, parents who wish to transfer their child to an attendance area other than the home attendance area are responsible for completing the following process:

1. No earlier than the second Friday in March, 8:00 a.m., the parent/guardian shall pick up, fill out, and sign a REQUEST FOR TRANSFER FORM. These forms can be found at all schools, the Barbour County Board of Education Office, and can be printed from the county website.
2. Requests for out-of-zone should be completed by May 1st to facilitate processing and placements.
3. Requests received after May 1st will be accepted. However, notification of placement may be delayed.
4. Parents or designees will need to hand carry the request form to the school and the board office to obtain original signatures.
5. The form must be signed by the principal of the school the parent desires the child to attend. This signature indicates space and services are available.
6. The completed form must then be hand delivered by the parent/guardian or parent/guardian's designee to the Barbour County Board of Education office, where the receptionist will receive it, and date/time stamp it. A copy will be given to the parent/guardian or designee.
7. All date/time stamped forms will be forwarded to the attendance director. Only completed forms (those with original signatures of the parent and the principal) will be considered. Incomplete forms will be returned to the parent. The attendance director will determine if the form is complete.
8. The attendance director will review all parental requests for transfer. The director will then determine if there is space at the school and grade level requested and work with the student services director to determine if appropriate services are available at the school requested.
9. If more than one request for a specific school/grade level exists, they will be considered on a "first come first served" basis. "First come first served" is defined as all forms stamped the second Friday in March and will be considered in chronological order. In the event more than one form is date/time stamped at the same time, the attendance director shall supervise a drawing of the forms, assigning each form a number. These forms will be considered in numerical order of a drawing.
10. Resident (In-County) students will have priority over non-resident (out-of-county) requests. The County shall give enrollment preferences to: Barbour County Residents who are out of zone, Siblings of students already enrolled through the open enrollment policy secondary students who have completed the 10th grade and, due to family relocation, become nonresident students, but express the desire to remain in a specific school to complete their education; and students who are children or legal wards of employees of the nonresident county.
11. If there is space at the school/grade level requested, the attendance director will recommend to the superintendent that the transfer be approved.
12. If there is no space available at the school the request will be maintained on a waiting list based on the order of receipt.
13. The superintendent will recommend those transfer requests that can be accommodated to the Board of Education for their approval after July 1st.
14. Parents will be notified by email after July 1st as to the status of their transfer request.
A request for out of zone attendance may be revoked according to Policy 8200 if class size exceeds state limits, A nonresident or resident placement may be revoked due to chronic absenteeism, tardiness, behavioral infractions categorized as level three or four as defined in WVBE Policy 4373, or failure to comply with agreed-upon conditions of the transfer as established between the parents or guardians and the county school system.
15. Requests for out-of-zone attendance **must be completed annually.**
16. Any nonresident student whose transfer application is denied may file an appeal with the State Superintendent as stated in policy 8200.



45 School Street
Philippi, WV 26416

COMMITTED TO LEARNING FOR ALL

Only original signatures will be accepted. No faxed or emailed copies will be accepted.

2025-2026

PARENTAL REQUEST FOR TRANSFER FORM

Student's Name _____ DOB _____ 2025-2026 SY Grade: _____

Parent/Guardian Name _____ Telephone (H) _____ (C) _____

Email address for notification: _____

Physical Address _____ City _____ State _____ Zip _____

Transfer From _____ to _____
(Home School & County) (Receiving School & County)

School attended last year _____

Special Services (i.e.: IEP/504) _____

WVEIS ID _____

PARENT/GUARDIAN:

- For transfers follow Barbour County Policy 8200. Please process through the principal of the school you desire to transfer to, and finally to the Attendance Director.
- Transfer forms will be processed beginning the 2nd Friday in March at 8:00 am.
- Parents will assume all responsibility for transportation and/or expenses relating to this transfer.
- All transfers are approved contingent of being in compliance with state pupil/teacher ratio.
- Renewal of transfer is required annually.

Parent/Guardian Signature _____ Date _____

Principal's Approval (School Receiving) _____ Date _____

FOR OFFICE US ONLY:

Attendance Director's Signature (Superintendent's Designee) _____ Date _____

_____Approved _____Denied Reason _____

Board Action: Approved _____ Denied _____ Date _____

Please refer to Policy 8200 Procedures

Phone: (304) 457-3030
Fax: (304) 457-3559

BOE: Date and Time Stamp Here