**ROANOKE CITY PUBLIC SCHOOLS STUDENT TRANSFER REQUEST *2023-2024 SCHOOL YEAR***

**APPLICATIONS WILL ONLY BE ACCEPTED FROM MARCH 15, 2023 – APRIL 15, 2023 (APPLICATIONS WILL BE ACCEPTED IF POSTMARKED OR HAND DELIVERED BY APRIL 15, 2023) EVERY EFFORT WILL BE MADE TO NOTIFY PARENTS/GUARDIANS NO LATER THAN JUNE**

**15, 2023 PLEASE REFER TO THE BACK FOR INSTRUCTIONS ON COMPLETING THIS FORM**

Student’s Name

(first and last name – no nickname)

Student ID#

2023-2024 Grade Level Birth Date Gender Race

Address (Street address – no PO Box)

City

Zip Code

Parent/Legal Guardian

Roanoke City Resident Non-resident

$25 processing fee required

Home Phone

Work Phone

Cell Phone

School Student is Zoned to Attend

School Requested

**Has your student ever been recommended for expulsion or long-term suspension? Yes No**

**Does your student currently participate in any activity governed by the Virginia High School League (athletics, cheerleading, Academic Bowl, etc.)? Yes No**

**If not currently, does your student plan to participate in a Virginia High School League governed activity during the 2023-2024 school year? Yes No**

***Transferring outside your attendance zone may mean that your student will not be eligible to participate in any Virginia High School League activity during the 2023-2024 school year.***

\* Check this box if your student receives special education services (including speech) and indicate the type of services received

**Request for transfer is for the following reason (these options meet the requirements for consideration of a student transfer as set by RCPS School Board Policy):**

Relocation out of attendance zone Documented Unique Hardship (legal and/or (rising 5th, 8th or 12th graders only) notarized documentation may be required)

Diversity Incentive Parent is full time RCPS employee

Specific reason for request:

Parent/Guardian Signature: Date

NOTE: Signing and submitting a request for school transfer certifies the parent/guardian will provide transportation both to and from school.

For Office Use Only

Decision

Non-Resident Processing Fee Received

If denied, reason

Signature

INSTRUCTIONS

* This form is for grades K through 12 only. Preschool applications must be made through the preschool office.
* If you are seeking a transfer for more than one student, you must complete a separate request for each child.
* A separate transfer request must be submitted for each school requested.
* Requests must be legible and complete. Any incomplete request will not be considered. Information given on a request, such as address and response to question about expulsion or long-term suspension, may be compared to data in the school systems Student Information System for verification.
* Requests must be submitted with an original signature. Faxed or photocopies will not be accepted.
* Student ID # is the six-digit number issued to each student upon enrollment in Roanoke City Public Schools. If your child is not a RCPS student, please leave blank.
* Students must be enrolled in the school they are zoned to attend before a transfer can be considered. For applicants living outside Roanoke City, students must be enrolled in their home school before an application for transfer will be accepted. **Roanoke City Public School students, including those who were granted a transfer, who are completing the 5th and 8th grades are automatically promoted to their next zoned school based on their address**.
* You must list your address of residence, not a PO Box or business address. List the student’s complete address, including any directional suffixes (“NE”, “NW”, “SE”, or “SW”) as well as apartment or lot numbers.
* Requests for transfer must fall under **one** of the four categories for transfer listed on the application. In addition, a specific and detailed reason for the request must be supplied. For detailed descriptions of the four categories, please see School Board Policy JCA and JCA-R.
* **Transportation for transfer students is not provided by Roanoke City Public Schools**. Signing and submitting a request for school transfer certifies the parent/ guardian will provide transportation so the student will maintain good attendance (including promptness), the student will adhere to the school’s code of conduct and the student will engage in appropriate academic effort as determined by school personnel.
* **Non-Resident Applications**: A processing fee of $25.00 is required for all non-resident applicants. Proof of residency, discipline, attendance, report card and/or transcript (including this past school year) must accompany all non-resident transfer requests.
* Return the completed request, and processing fee if applicable by no later than April 15, 2023, to RCPS Department of Equity and Student Services at the following address:

Roanoke City Public Schools

Department of Equity and Student Services

ATTN: TRANSFERS

P.O. Box 13145

Roanoke, VA 24031