



**TRANSFER REQUEST OR RELEASE**

<b>OFFICIAL USE ONLY</b>	
<input type="checkbox"/>	Approved (Annual renewal required)
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Approved - (Renewal not required) **

PRINT Full Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ for \_\_\_\_\_ school year

Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_

*Proof of legal guardianship may be required*

Name of Parent/Legal Guardian \_\_\_\_\_ Phone (Cell) \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Is this address OUTSIDE Caswell County? NO  YES

If YES, you may owe tuition. Receipts for real estate taxes paid to Caswell County the previous year should be attached to this form. A release from your home school system is required for all out of county requests. A check made out to the Caswell County School System for the amount of tuition must be paid if request is approved. **The amount of tuition per child per school year is \$847.00.** (Half of tuition can be paid at the beginning of each semester).

Is either parent a full-time permanent Caswell County school system employee  NO  YES

If YES, list name of employee and work location \_\_\_\_\_  
*(Name as printed on paycheck & list work site)*

Does this student receive any special services or classes? \_\_\_\_\_  
If yes, please list \_\_\_\_\_

**(Check One)** This request is a:

<input type="checkbox"/>	New	<input type="checkbox"/>	Continuation for remainder of school year due to move
<input type="checkbox"/>	Release from Caswell County	<input type="checkbox"/>	Intradistrict <i>(one school to another w/in Caswell County Schools)</i>
<p><i>I request to release/transfer this child to _____ school in _____ county. This child is assigned to attend _____ school (according to school assignment by address).</i></p> <p><b>List reason for release/transfer:</b></p> <p>_____</p> <p>_____</p>			

**\*\* Annual renewal of this request is not required for intra-district transfers, but may be rescinded by the Superintendent if numbers in individual classrooms meet or exceed state levels or if other problems arise.**  
**All other releases require annual renewal**

My signature verifies that I understand Board Policy on Student Transfers and that the information on this form is answered correctly and accurately.

- I also understand that:
- 1) any attendance/tardy or behavior problems as well as any incorrect information on this form shall be reasons for the transfer privilege to be revoked;
  - 2) the parent/legal custodian must provide transportation for all approved

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

\_\_\_\_\_  
PRINT Name of Parent/Legal Guardian

\_\_\_\_\_  
Date



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