Moore County Schools
2020-2021 Student Transfer and Discretionary Admission Process/Timeline

The administration of Moore County Schools student transfer/discretionary admission process for the 2020-2021 school year is as follows:

- Letters informing families of the student transfer/discretionary admission process/timeline will be sent home with all students in mid-February.
- A similar letter will be mailed to families identified as domiciled outside the attendance area for their child’s school of enrollment, based on their PowerSchool address, in mid-February.
- These letters will explain the transfer/discretionary admission process and provide the window and deadline for completing and submitting transfer requests. MCS will be again implement an online transfer process for 2020-2021. Parents should visit https://moorencc.scriborder.com and follow the instructions for registering and submitting their request online. **There is a $10.00 processing fee for each online student transfer or discretionary admission request.** Full-time MCS employees are exempt from this fee.
- The same information will be posted on the MCS website and will also be sent to all MCS families via a district-wide School Messenger message in February. Additional follow-up reminder School Messenger messages will be sent by individual schools and the district during the transfer request window.
- You will need your child’s correct Student ID# (PowerSchool#) to submit a transfer request. Your child’s Student ID# can be found on their report card or obtained by contacting your school office. Requests submitted without a correct Student ID# are subject to be denied. Upcoming kindergarten (K) students will not have a Student ID# if they have not previously been enrolled in public school. For upcoming K students please enter 99999 as a temporary ID#.
- The window for completing and submitting both in-county transfer and out-of-county discretionary admission requests will be February 17 – March 15. A separate student transfer or discretionary admission request form is required for each individual child. All transfer or discretionary admission requests MUST be made online.
- Since kindergarten registration for the 2020-2021 school year will be held on March 20 an additional window for completing and submitting transfer requests for **INCOMING KINDERGARTEN STUDENTS ONLY** will be open from March 23 – April 3. **ALL students new to MCS requesting a transfer (not discretionary admission), including incoming kindergarten students, MUST register with the school for which they are domiciled.** Data managers will then forward documentation to the requested school if a transfer is approved.
- Transfer and discretionary admission approval, denial, and opportunity to appeal information will be emailed during the month of April.
- Transfer appeals MUST be submitted to the Office for Student Support Services within five (5) days of parents receiving a transfer denial email.
- The deadline for requesting a discretionary admission appeal or tuition appeal will be April 24, 2020.
- Tuition and Transfer appeal hearings will be held during the month of May.
- The entire transfer process will be completed by May 31, 2020.