How to Obtain a Student Release Form from Another County

Specific instructions listed for Chatham, Harnett, Hoke, Lee, Montgomery, Randolph, and Richmond

If you live outside of Moore County and have an approved discretionary admission for your child to attend school in Moore County, you will need to obtain an out-of-district student release form from the school district in the county where you live. This form is required for any student who lives in another county but is enrolled in Moore County Schools. A release form is required even if you are an employee of Moore County Schools. This release form is required to be submitted annually. You will need one form for each child that has an approved discretionary admission.

Here are the instructions on how to locate the out-of-district student release forms from neighboring counties. Please locate your county from the list below and follow the instructions. If your county is not listed below, then you will need to call the school district in the county in which you reside to obtain more information. We have only listed those counties that directly surround Moore County.

Once you have received your approved out-of-district student release notification, you must send a copy of the notification to the office of Student Support Services at Moore County Schools. See the box to the right for our contact information. You may select whichever contact method is easier for you. Some districts may send their notifications through letters, emails, or forms. Regardless of which method they use to notify you, we need a copy of it.

If you decide to mail your document to us, be sure to keep a copy for your records in the event your original document gets lost in the mail.

Select the county in which you live from the choices below, then follow the instructions.

* Some forms may be unavailable if you are attempting to request a student release past the deadline established by each district’s Board of Education. If you experience difficulty, please contact the school district directly. Please do not call Moore County Schools as we will not be able to provide assistance with another district’s website or their policies.*
Chatham County 919-542-3626

- Go to the Chatham County Schools website: www.chatham.k12.nc.us
- Go to the “Services” tab (located toward the bottom of your screen).
- Select the “Operations” link.
- Select the “Student Assignment/Reassignment” link.
- Select the “Download Request for Release Form” link (on the right side of screen).
- The system will then take you to a fillable form that you need to complete. Once you’ve completely answered each required field, print the form.
- The form will then need to be submitted to Chatham County Schools. For your convenience, their contact information is listed directly on the form (at the bottom).
- Once you receive your approval notification from Chatham County Schools, please notify Moore County Schools using the instructions shown in red on page 1.

Harnett County 910-893-8151

- Go to the Harnett County Schools website: www.harnett.k12.nc.us
- Select the “Departments” tab (at the top of screen).
- Select the “Student Support Services” link.
- Select the “Student Release Requests” link. (Listed under Quick Reference section)
- A box with a note about child care verification may pop up. If it does, please choose “close” to by-pass the message. (If a message box does not appear, you can skip this step.)
- Select the “Request for Student Release 2021-2022” link.
- At this point, you will be re-directed to the Scribbles/ScribChoice website. On this website, you will be asked to create an account that will allow you to access the Scribbles/ScribChoice program. Select “Create Account” and proceed with the instructions from Scribbles/ScribChoice. After you submit your on-line release request, the folks at Harnett County Schools will review and process your request. You should receive an email with your approved release. If you have difficulty with the Scribbles/ScribChoice program, you should contact Harnett County Schools at 910-893-8151.
- Once you receive your approval notification from Harnett County Schools, please notify Moore County Schools using the instructions shown in red on page 1.

Hoke County 910-875-4106

- Go to the Hoke County Schools website: www.hcs.k12.nc.us
- Select the “Parents” tab (at the top of screen).
- Select “Student Release Form”.
- Click on “Print Form” to print a copy of the required form. (“Print Form” is located in the upper right hand corner of the form.) You will need one form per child.
- Fill out the form completely and neatly.
- Send the form to Hoke County Schools to obtain authorizing signature. For your convenience, their contact information is listed directly on the form.
- Once you receive your approval notification from Hoke County Schools, please notify Moore County Schools using the instructions shown in red on page 1.

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Lee County  919-774-6226
- Go to the Lee County Schools website: [www.lee.k12.nc.us](http://www.lee.k12.nc.us)
- Select the “Parents/Students/Community” tab (at the top of screen).
- Select “Student Transfer Requests” link.
- Select “Release Request Form 2021-2022” link. (Scroll down to see a list of forms.)
- The form will open/download in Microsoft Word. Open the form and print. You will need one form per child.
- Fill out the form completely and neatly.
- Send the form to Lee County Schools to obtain authorizing signature. For your convenience, their contact information is listed directly on the form.
- Once you receive your approval notification from Lee County Schools, please notify Moore County Schools using the instructions shown in red on page 1.

Montgomery County  910-576-6511
- Go to the Montgomery County Schools website: [www.montgomery.k12.nc.us](http://www.montgomery.k12.nc.us)
- Select the “Forms” tab (at the top of screen).
- Select the “Enrollment Forms” link (in the box on the left).
- Select the “Click HERE to Complete an Application to Release a Child from Montgomery County Schools” link.
- Fill in your contact information where indicated, then click “Go to Form”.
- The system will then take you to a fillable form that you need to complete. Once you’ve completely answered each required field, click “Submit Form” in pink box.
- Once you receive your approval notification from Montgomery County Schools, please notify Moore County Schools using the instructions shown in red on page 1.

Randolph County  336-633-5000
- Go to the Randolph County Schools website: [www.randolph.k12.nc.us](http://www.randolph.k12.nc.us)
- Select the “Students/Families” tab (at the top of screen).
- Select the “Student Services” link.
- Select the “Student Enrollment” link (located in dark blue box toward the bottom of screen).
- Select the “Student Reassignment” link (located at the bottom of the screen in a large, dark blue box).
- Scroll down until you see the form; it is the last page.
- Print form, fill out, and then submit it to Randolph County Schools for their review and approval.
- Once you receive your approval notification from Randolph County Schools, please notify Moore County Schools using the instructions shown in red on page 1.

Richmond County  910-582-5860
- Go to the Richmond County Schools website: [www.richmond.k12.nc.us](http://www.richmond.k12.nc.us)
- Scroll down and look under the “District Information” box (located on the left in green box).
- Select “Board of Education” link.
- Select “Board of Education Policy Manual” link.
- Select “4000-Focus on Students” link.
- Select “4150-School Assignment” link (policy numbers are in numerical order).
- Scroll down until you see the form; it is the last page.
- Print form, fill out, and then submit it to Richmond County Schools for their review and approval.
- Once you receive your approval notification from Richmond County Schools, please notify Moore County Schools using the instructions shown in red on page 1.