To: MCS Parents  
Re: 2021-2022 Student Transfer/Discretionary Admission Process

Dear Parent/Guardian:

This letter is to inform you of the 2021-2022 student transfer process for Moore County Schools. If you wish to request a transfer for your child to attend a school outside of the attendance area for your domiciled address you should submit a student transfer or discretionary admission request following the process and timeline outlined in this letter. In addition, families who are domiciled at an address outside of the attendance area for the school(s) their child/children currently attend MUST complete and submit a student transfer request for each child annually. Domicile means the family’s and/or child’s permanent, legal residence. Transportation is NOT provided by the district for transfers or discretionary admissions and is the responsibility of the parent/guardian.

The window for submitting student transfer and discretionary admission requests for the 2021-2022 school year will be February 1 – 28, 2021. On the back of this letter you will find an outline of the student transfer/discretionary admission process for the 2021-2022 school year. Moore County Schools will again be implementing an online process for student transfer and discretionary admission requests through ScribChoice. In order to request a student transfer from one school to another within Moore County or discretionary admission for a student to attend a school in Moore County while residing outside of Moore County parents should visit https://moorenc.scriborder.com between February 1 – 28 and follow the online instructions for registering and completing the request. All correspondence regarding the status of your transfer request will occur through email once you have registered and submitted your request online. There is a non-refundable $10.00 processing fee for each online student transfer or discretionary admission request. Full-time MCS employees are exempt from this fee. 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.

Approval, denial, and opportunity to appeal information will be emailed in early April. If a transfer is denied and parents wish to appeal, a transfer appeal form must be submitted to the Office for Student Support Services within five (5) days of parent receipt of the denial email. If discretionary admission is denied, the deadline for submitting a discretionary admission appeal or tuition appeal to the Office for Student Support Services is April 12, 2021. Transfer, discretionary admission, and tuition appeal hearings will be held during the months of April/May with the entire 2021-2022 transfer process completed by May 31, 2021.

Deadlines established for the transfer process will be strictly adhered to. Any transfer requests received after February 28, any transfer appeals received after five (5) days following parent email notification of denial, and any discretionary admission or tuition appeals received after April 12 will not be considered. Also, in fairness to families who have followed the required process for having a transfer request approved, students found to be attending a school without an approved transfer will be withdrawn in accordance with policy. As a reminder, tuition will be charged for students who are not domiciled within Moore County but who are approved to attend Moore County Schools. Per revised MCS Board Policy 6020 Highfalls Elementary, Westmoore Elementary, Robbins Elementary, Elise Middle, and North Moore High are designated as “under-utilized” and tuition cost are waived for discretionary admission approvals at these schools. The amount of tuition will be the amount of per-pupil local funding, as determined annually by MCS finance office. Tuition for 2021-2022 will be $2,388.00 per student. Children of full-time MCS employees are exempt from tuition.

If you are domiciled outside of your child’s school attendance area and you do not submit a student transfer or discretionary admission request within the framework and timeframe outlined above your child WILL NOT be allowed to continue attending their current school. If you have any questions related to the 2021-2022 process, you may ask your school’s principal or call the Office for Student Support Services at 910-947-2976.

Sincerely,

Seth W. Powers, Ed.D.
Director for Student Support Services