Transfer of School Assignment Policy Information

If you wish to request a transfer for your child to attend a school outside of the attendance area for your domiciled address, you need to submit a student transfer request following the process and timeline that can be found on the MCS website at [www.ncmcs.org](http://www.ncmcs.org) under the “Parent” tab and which will also be sent home with your child. Please be aware that MCS Board Policy 6210 Transfer of School Assignment stipulates seven specific reasons transfer requests may be granted by administration. In addition, in consideration of the upcoming student assignment plan, two additional criteria for granting a transfer have been adopted by the Board. MCS Board Policy 6210 states the following:

Provided the requested school has sufficient space, staffing, grade-level capacity and appropriate programming, the Superintendent or designee is authorized to grant a discretionary transfer if one or more of the following criteria are present:

1. A parent or guardian moving from one school attendance area to another during the school year may leave the child in the original school for the remainder of the school year, provided transportation is furnished by the parent or guardian.
2. A student whose parent or guardian is employed in a permanent, full-time position by the Board may be transferred to any school within the attendance area of the school or office where the employee works, provided space is available at the school and provided transportation is available within normal school bus routes or is furnished by the parent or guardian. If a parent leaves employment with the school district, transfers to a different work site or transitions to part-time employment, the student must return to his or her ordinary school assignment at the beginning of the next school year.
3. A student may be transferred to a school outside his or her attendance area based on a sibling's attendance at the same school during the same school year, provided space is available at the new school and transportation is either furnished by the parent or guardian or available within normal school bus routes.
4. Transfers may be granted for hardship reasons related to before- or after-school childcare. Parents may be asked to show evidence that they have no viable alternative to a school transfer.
5. Transfers may be granted for a student to attend a school outside his or her attendance area because of a specific, unique program offered at that school that is not offered at the student’s assigned school.

The two newly adopted criteria for granting a transfer request related to the multi-year student assignment plan are:

1. If a student will be reassigned to a school beginning in the 2021-2022 school year, a “proactive” transfer to the school of reassignment may be granted for the 2020-2021 school year.
2. Rising 5th, 8th, 10th, 11th and 12th grade students who will be reassigned to a new school in either the 2020-2021 or 2021-2022 school year may be granted a “rising grade” transfer to remain in their current school. In addition, rising 1st through 4th and 7th grade siblings of eligible students in this category, if already enrolled at the same school will be considered allowable transfers for their culminating years at the school.

Requests that do not meet any of these criteria will be denied by the administration, but may be appealed to the Board of Education pursuant to section 6210.3 of the Transfer of School Assignment policy.