

Application for In-County Pupil Transfer **2023-2024** school year

For students who live *within* Roanoke County and are requesting a transfer within Roanoke County Public School System

STUDENTS NAME			DATE OF BIRTH
LAST	FIRST	MIDDLE	
Is student in Special Education or has student had an active individualized educational program (IEP) at any time during the last school year? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, in what Special Education Program? _____			

SCHOOL WHERE STUDENT IS CURRENTLY ENROLLED	SCHOOL REQUESTED FOR 2023/24		
SCHOOL WHERE STUDENT CURRENTLY LIVES	CURRENT GRADE LEVEL	2023/24 GRADE LEVEL	STUDENT'S ID #

REQUIRED DOCUMENTATION: MUST be received by requested school before transfer request will be considered.
1) attendance report, 2) discipline report, 3) most recent report card, and 4) mortgage/lease

REASON FOR REQUEST (Please provide a brief explanation):

Are there siblings already enrolled in Roanoke County Public Schools? Yes No
 If so, where? _____

NAME OF PERSON MAKING REQUEST	RELATIONSHIP TO STUDENT	
HOME ADDRESS	<input type="checkbox"/> Parent (with legal custody)	
_____	<input type="checkbox"/> Legal guardian	
_____	<input type="checkbox"/> Other (specify) _____	
City _____ State _____ Zip _____	BEST CONTACT NUMBER	ALTERNATIVE CONTACT NUMBER

My signature on this request verifies all information to be true and confirms my understanding of the following:
 1) I have read in its entirety and fully understand the Roanoke County School Board Resident and Nonresident Policy (7.02).
 2) I understand and agree that all required documentation must be submitted before transfer request will be considered.

PARENT/GUARDIAN SIGNATURE	DATE
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Completed applications must be mailed to: **Dr. Rhonda Stegall, Assistant Superintendent of Administration**
Roanoke County Schools
Attn: Student Transfers
5937 Cove Road
Roanoke, VA 24019-2403

Please call Paula Williams at 540-562-3900 ext. 10120 with questions.

Office Use: