

Pleasants County Schools  
Office of the Superintendent  
202 Fairview Drive  
St. Marys, WV 26170  
304-684-7099

# OUT OF COUNTY ATTENDANCE REQUEST

for School Year \_\_\_\_\_

**Please Print**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Current School \_\_\_\_\_

Request Transfer to: \_\_\_\_\_  
Name of School/County

Reason for Request: \_\_\_\_\_

Is student receiving special education services?  No  Yes  
Has student been expelled from school?  No  Yes Date Expelled: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Is student currently suspended or expelled from any school?  No  Yes  
Is student currently enrolled in alternative education?  No  Yes

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pleasants County Schools does not assume responsibility for transporting students who reside in another county and/or any other expenses relating to this transfer. For any nonresident student who is admitted to Pleasants County Schools pursuant to this policy and has an Individualized Education Plan which specifies a transportation requirement as part of the designated services for the student, the student will be provided transportation in accordance with the requirements of state law and PCS Policy 8012. All transfer students must maintain satisfactory academic progress, attendance, and behavior. Failure to do so may result in termination of the transfer agreement. Out-of-county students are placed after all in-county requests are honored. It may become necessary to rescind this transfer if the student/teacher ratio allowed by West Virginia code is exceeded (last child will be transferred).

**All records including student transcripts, attendance and discipline records are to be attached to this application as per Pleasants County Board of Education Policy 8012.**

Approved by Pleasants County Attendance Director  No  Yes  
Approved by Pleasants County Special Education Director  No  Yes  
Approved by School Principal  No  Yes  
Approved by Pleasants County Superintendent  No  Yes

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Superintendent's Signature Date

Approved  Denied for one school year \_\_\_\_\_ Board of Education Meeting \_\_\_\_\_

**DISCRIMINATION PROHIBITED:** As required by Federal laws and regulations, the Pleasants County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Mrs. Kimberly Kehrer, Title IX Coordinator and Section 504 Coordinator, Pleasants County Board of Education, 202 Fairview Drive., St. Marys, WV 26170. Phone: 684-2215 or 684-2216; to the State Elimination of Sex Discrimination Project Coordinator, 558-7864, to the State Section 504 Coordinator, 558-2696, West Virginia Department of Education, Charleston, WV 25305; or to the U.S. Department of Education's Director of the Office for Civil Rights, (215) 596-6795.