

VOLUNTARY TRANSFERS FOR CHILDREN OF CCSD EMPLOYEES

Code **JFABCA** Issued **4/14**

An employee is defined as someone who works at least 30 hours per week on average and works a minimum of 180 days.

Children of non-resident employees

The district may admit the children of non-resident custodial employees provided the following criteria are met.

- The parent/legal guardian submits a release form from the school district in which he/she resides.
- The parent/legal guardian makes an application according to the approved timeline, process and format as posted on the link below or as found at the Charleston County School District's website (<http://www.ccsdschools.com/choice/VoluntaryTransfer/index.php>).
- There is available space as determined by the district's calendar of capacity and enrollment projections.

Furthermore, non-resident tuition charges will be waived for children of employees for as long as the custodial parent of the student remains employed by the district and meets the definition of "employee" as specified in this policy. **Additionally, the requirement of the student owning property pursuant to Policy JFAB – Nonresidents Students, is waived for children of employees residing out of county if their child(ren) otherwise qualifies for attendance at a magnet school/program.**

Although Durham Bus Drivers, School Resource Officers (SROs), and other positions working in and/or are affiliated with the our schools are not considered employees, the District will allow these positions to utilize this provision in the same manner as District employees. A parent employed by an affiliate of the District is expected to request and follow the same approval process as CCSD employees.

Children of resident employees

Upon the request of a resident custodial parent or legal guardian who is an employee of the district, the district may transfer his/her child to the school of his/her choice, provided the following criteria are met.

- The employee makes an application according to the approved timeline, process and format as posted on the link below or as found at the Charleston County School District's website (<http://www.ccsdschools.com/choice/VoluntaryTransfer/index.php>).
- There is available space as determined by the district's calendar of capacity and enrollment projections.

Transfer requests by children of employees will take priority over other transfer requests. In all cases, applications received after the application deadline will be put at the beginning of the

PAGE 2 - JFABC - STUDENT TRANSFERS

waiting list, if applicable (post lottery). These applications will be considered if space becomes available after the voluntary transfer process is closed per policy JFABC.

All applications are governed by space availability, which is calculated as described in policy JFABC; however, the district reserves the right to place the child of an employee at a location that best serves the district and the family.

Adopted 1/13/14; Revised 4/28/14