

CHARLESTON COUNTY SCHOOL DISTRICT CONSTITUENT BOARDS

TRANSFERS

Parents submit application through student transfer application portal
[Information / Student Transfer \(ccsdschools.com\)](http://Information / Student Transfer (ccsdschools.com))



Constituent Board Manager reviews application



Constituent Board Manager prepares transfer packet



Constituent Board reviews and makes decision



Decisions placed in application management platform



Decision email sent to email to parents



Denied - parents have 10 days to appeal to the County Board of Trustees;
Director of Charter Schools and Transfers prepares applications for the County Board of Trustees



Approved - depending on available seats, students may be placed on waiting list or accepted list



Director of Charter Schools and Transfers notifies schools of accepted students

ATTENDANCE ZONES

CCSD Planning and Real Estate present information to the Constituent Board of Trustees



Constituent Board of Trustees reviews options



Engage community



Constituent Board of Trustees makes decision



CCSD Planning and Real Estate shares decision with County Board of Trustees

DISCIPLINE

PRE-HEARING

Department of Student Services emails packet to Administrative Support Personnel
Administrative Support Personnel schedules meeting in consultation with Constituent Board Chair
Constituent Board Manager confirms that space is available with Facility Use Management team
Administrative Support Personnel creates calendar invite to include Constituent Board members, school administration, and Department of Student Services
Administrative Support Personnel notifies parent, school, and Department of Student Services of meeting date (letter sent by US mail and email)
Administrative Support Personnel creates agenda
Constituent Board Manager posts agenda to CCSD website, bulletin board at 75 Calhoun Street, and meeting location
Administrative Support Personnel emails meeting materials to Constituent Board and Superintendent's designee
Administrative Support Personnel confirms parent attendance

HEARING

Discipline hearing recorded
School administration presents incident report
Department of Student Services presents decision options
Decisions recorded

POST HEARING

Administrative Support Personnel notifies parent, school administration and Department of Student Services of decision (letter sent by US mail and email)
Parents have 10 days from receipt of letter to appeal the decision to the County Board of Trustees through the CCSD Office of General Counsel
School administrators have 10 days from receipt of letter to appeal the decision to the County Board of Trustees through the Department of Student Services and/or the CCSD Office of General Counsel
Once notified of an appeal, the Constituent Board Manager provides hearing documentation to the CCSD Office General Counsel

APPEALS

CCSD Office of General Counsel notifies Constituent Board Chair of County Board of Trustees' decision of appeal

Constituent Board Manager: 843-937-6425
Director of Charter Schools and Transfers: 843-937-6398
Planning and Real Estate: 843-566-1995
Department of Student Services: 843-746-2281
Office of General Counsel: 843-937-6515