

## Policy JFABC Student Transfers

Issued 2/15

Purpose: To establish criteria for student transfers within Charleston County School District.

Students are entitled to attend school in the school zone applicable to their residence, as established by the constituent school boards; however, when parents/legal guardians desire for their children to attend a different school than the one to which they are assigned, they may request a transfer to any other Charleston County school in which space is available.

*Note: Space availability is calculated by comparing projected enrollment of the school to the district's annual assessment of the school's capacity.*

If a situation arises in which a school has reached capacity, the district will use an enrollment lottery to create a waiting list from which seat(s) will be offered as they become available.

### Deadlines

All transfer requests for the following school year must be submitted to the receiving constituent board no later than the last working day of March. Transfer requests received after the deadline, if approved, will result in the student's name being added to the end of the list in the order in which it is received if such waiting list exists; otherwise, they will be granted the right to enroll.

Valid, non-discriminatory reasons to transfer include, but are not limited to, the following.

- to attend a career and technology program in another school or constituent district
- to attend a school that offers programs not offered at the home school
- documented health reasons
- for a hardship, such as to attend a school
  - closer to where a parent/legal guardian works
  - with one or more siblings
  - to better accommodate before or after school care needs (e.g., extended work hours or work related to travel that necessitates before or after school care of the child)
  - the child previously attended
  - in instances where the parents/legal guardians are planning to move to another district during the school year, so as to allow the student to attend that school from the beginning of the year
- for reasons that advise removing a student from the influence or presence of other students

This policy does not pertain to magnet, partial magnet, or charter schools.

This policy does not govern requests for school placement by virtue of a voluntary transfer for students of CCSD employees. Policy [JFABCA](#) governs for that purpose.

### Appeals

Requests denied by the constituent board may be appealed to the county board or its designee(s). The appeal process can be found by clicking on the link below or by selecting "Voluntary Transfer" on the district home page (ccsdschools.com).

<http://www.ccsdschools.com/choice/VoluntaryTransfer/index.php>

## Placement subject to change

The placement of any student, whether by attendance area, transfer or other process, is subject to change by operation of law, change in policy, altered attendance lines or other Charleston County School District Board of Trustees action.

Adopted 11/10/97; Revised 6/24/02, 1/23/06, 1/13/14, 2/23/15

Legal references:

S. C. Code, 1976, as amended:

[Section 59-19-90\(9\)](#) - Transfer and assignment pupils.

[Section 59-19-90\(10\)](#) - Prescribe conditions and charges for attendance.

[Section 59-63-30](#) - Qualifications for attendance.

[Section 59-63-31](#) - Additional qualifications for attendance at public school.

[Section 59-63-40](#) - Discrimination on account of race, creed, color or national origin prohibited.

[Section 59-63-210](#) - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission.

[Section 59-63-250](#) - Transfer of pupils.

[Section 59-63-470](#) - Transfer of pupils when enrollment of such pupils threatens to disturb peace.

[Section 59-63-480](#) - Attendance at schools in adjacent county.

[Section 59-63-490](#) - Transfer to adjoining school district.

[Section 59-63-500](#) - Transfer without consent of school district of residence.

[Section 59-63-510](#) - County board of education authorized to order transfer.

[Section 59-63-520](#) - Consent required for transfer.

State Board of Education Regulations:

[R43-273](#) - Transfers and withdrawals.

[R43-279](#) - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Charleston County School District