

**Wetzel County Schools**

Office of Superintendent
333 Foundry Street
New Martinsville WV 26155
304.455.2441

**OPEN ENROLLMENT
REQUEST FOR ATTENDANCE**
Inter- and Intra-County Residents**Please Print**

Student's Full 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 _____

Reason for Request: _____

Is student receiving special education services? ☐ No ☐ YesHas student been expelled from school? ☐ No ☐ Yes Date Expelled: _____Is the student currently enrolled in alternative education? ☐ No ☐ Yes

As per State Laws of West Virginia, 18-5-16a, both County Boards of Education must approve transfers of non-resident students. Wetzel County Schools does not assume responsibility for transporting students who reside in another county and/or any other expenses relating to this transfer. 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).

Parent/Guardian Signature: _____ Date: ____/____/____

After form is complete and all signatures have been obtained, mail all copies of this form to the address listed above.

NOTE: To be used by Citizens, Students or Employees

DISCRIMINATION PROHIBITED: As required by federal laws & regulations, the Wetzel County Board of Education does not discriminate on the basis of sex, race, color, religion, age, handicapping condition, or national origin in employment or in its educational program and activities. Inquiries may be referred to Todd E. Barcus, Title IX Coordinator, Wetzel County Board of Education at 333 Foundry Street, New Martinsville, WV 26155; Phone: 304-455-2441 Ext. 118; to Deborah Novotny, Section 504 Coordinator, Wetzel County Board of Education at 333 Foundry Street, New Martinsville WV 26155; Phone: 304-455-2441 Ext. 124; or to the Department of Education's Director or the Office of Civil Rights.

*For **INTRA-COUNTY** Residents, conferences must be held and signatures obtained from both the principal in the attendance area in which you reside and the principal of the requested school.*

Principal in the attendance area in which you reside _____ School _____ Date _____

Principal of requested school _____ School _____ Date _____

Approved by Wetzel County Special Education Director/504 Coordinator ☐ No ☐ Yes

Superintendent's Signature _____ Date _____

Wetzel County Board of Education meeting date (for **INTER-COUNTY** residents) _____☐ Approved for one school year _____☐ Denied for one school year _____