



Request for Reassignment

Please complete one form for each child.

School Year: 20__/20__

Student Name _____ Date of Birth _____

Student Address (street & number) _____

City _____ State _____ Zip _____

Grade Level (for the year of reassignment) _____ Assigned School _____

Please select the school to which you are requesting reassignment.

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Bennett | <input type="checkbox"/> George Moses Horton MS | <input type="checkbox"/> North Chatham ES | <input type="checkbox"/> Siler City ES |
| <input type="checkbox"/> Bonlee | <input type="checkbox"/> J. S. Waters | <input type="checkbox"/> Northwood HS | <input type="checkbox"/> Silk Hope |
| <input type="checkbox"/> Chatham Central HS | <input type="checkbox"/> Jordan-Matthews HS | <input type="checkbox"/> Perry Harrison ES | <input type="checkbox"/> Virginia Cross ES |
| <input type="checkbox"/> Chatham Grove ES | <input type="checkbox"/> Margaret B. Pollard MS | <input type="checkbox"/> Pittsboro ES | |
| <input type="checkbox"/> Chatham Middle | <input type="checkbox"/> Moncure | <input type="checkbox"/> Seaforth HS | |

Reason for Request for Reassignment¹

Select reason below – Must include written/typed details – Please attach additional pages as necessary

2. Factors Considered when Reassignment is Requested

- a. Special Curricular Needs
 - b. Extreme Hardship
 - c. Children of Employees
 - d. Reassignment of Siblings
 - e. Anticipated Move into a New Assignment Area
- E. Special Circumstances
- 1. Change of Residence
 - 2. Unsafe School Choice Transfer under the No Child Left Behind Act
 - 3. Transfer of Homeless Students.

¹Must meet the guidelines outlined in Board of Education Policy 4150

Parent/Guardian

Name _____

Mailing Address (if different from above) (street name & number) _____

City _____ State _____ Zip _____

Contact Numbers: Home (____) _____ - _____ Cell (____) _____ - _____

Email _____

I understand that the reassignment is valid for the reassigned school only and is valid until the student completes the grades in the reassigned school unless otherwise designated. Approvals are based on the guidelines outlined in BOE Policy 4150. The parent is responsible for transportation to and from school. Excessive absences, tardiness or disciplinary referrals may be grounds for revocation of the reassignment.

Parent/Guardian Signature _____ Date ____/____/____

EMPLOYEE REQUEST

Employee Name: _____ School _____

Position _____ Principal/Supervisor Signature: _____

Non-Chatham County Resident? ____ Yes² ____ No

²Request release from your resident school system and have them forward the release to the CCS Reassignment Office.

This section is to be completed by the Superintendent's Office (or Designee).

Reassignment **Approved** to _____ School
(A new request must be submitted after the student completes all grades in the reassigned school.)

Reassignment Approved for 20__/20__ school year or its remainder **ONLY**.

Reassignment **Denied**: _____

Reason for Denial: _____

Superintendent/Designee Signature _____ Date _____

Return Completed Form to:
CCS Central Services
PO Box 128
Pittsboro, NC 27312
Attn: School Reassignment
OR Email to:
chrisblice@chatham.k12.nc.us
Questions – Call:
919-542-3626 ext. 23250

Policy Code: 4150 School Reassignment

“2. Factors Considered when Reassignment is Requested. When submitting a transfer request, parents must articulate one or more the following reasons for transfer:

- a. Special Curricular Needs. A student who is unable to obtain in his or her regularly assigned school those specially needed courses of study or programs necessary to pursue specialized educational or career goals may be reassigned to another school within the district which can best meet the student’s needs. Proper documentation must be submitted to establish this basis. **NOTE:** This basis requires the showing of more than just a different class, it must be course of study or program that is not offered at the regularly assigned school. If a student is reassigned to access a special program or course, failure to remain in special program or course will result in revocation of reassignment. Once the course sequence has been completed the student will return to his/her base school.
- b. Extreme Hardship. A student may be reassigned or transferred because of extreme or unusual circumstances which affect the student’s achievement and/or behavior in school, when it is established that such reassignment or transfer is in the best interest of the student. Extreme hardship, but its nature, is more than mere inconvenience to the family or child, including but not limited to proximity between the home or work and any particular school or school program.
- c. Children of Employees. A Chatham County school employee’s child(ren) may be reassigned to another school within the attendance zone of the employee’s worksite. If the employee is transferred to a different location within the District, or separates from service from the Chatham County Schools during the school year, AND the student is domiciled in Chatham County, the student may elect to choose to finish out that school year in the same school, regardless of the brick and mortar capacity of either school, and provided they submit a transfer request pursuant to this policy. If the student elects to remain in the first school in order to complete that year, parents or guardians of the student will be responsible for their child’s transportation to school, and the student will be assigned to the school according to the area in which he or she lives at the beginning of the next school year. If the employee separates from service and is not domiciled within Chatham County, their child(ren) must seek continued enrollment as prescribed in Board policies 4130, Discretionary Admissions and Releases, and 4135, Tuition for Discretionary Admissions.
- d. Reassignment of Siblings. Parents may seek the reassignment of siblings for any student that has been granted reassignment.
- e. Anticipated move into a new assignment area. Parents who are building a house must provide a building permit showing that their house is under construction in the requested assignment area.

3. Factors Not Considered. The reassignment of a student may be denied or rescinded by Superintendent/Designee for one or more of the following reasons:

- a. Parent/Guardian Difference of Opinion with School Leadership/Rules. Citing quality of school, difference of opinion with school staff regarding grades, homework, discipline, retention, class assignment, etc., are not acceptable reasons to request a reassignment.
- b. Request is for Athletic Participation. Athletics or participation in athletics is not a sufficient reason for reassignment.
- c. Redistricting. Students may not be reassigned into or out of schools that have been redistricted for one school year.”