

Transylvania County Schools
Process of Request for Transfer under Safe School Requirements

1. A student who is the victim of a violent crime in or on school grounds of a school to which he/she attends may submit a written request within 30 days of the incident for a reassignment to another school within the Transylvania County School System that is not designated as a persistently dangerous school and offers instruction at the student's grade level and subject(s). (A request for transfer may be obtained from the principal's office of the school to which the student is currently attending or from the superintendent's office.)
2. A student enrolled in a school, which is designated as a persistently dangerous school, may submit a written request for a transfer to another school within the Transylvania County School System that is not designated a persistently dangerous school and offers instruction at the student's grade level and subject(s).
3. The superintendent/designee shall respond in writing with five working days on the receipt of the written request as to the approval or denial of the transfer. If the transfer is approved, the superintendent/designee shall designate the school to which the student will be assigned.

Student Safety Request for Transfer

Student Name _____ Student Number _____
Last First Middle

DOB _____ Age _____ Female _____ Male _____ Ethnicity _____

Current school attended _____ Grade _____

Describe the reason for request of transfer:

Student Signature _____ Date _____

Parent Signature _____ Date _____

Principal Signature _____ Date _____

Request approved _____ Request denied _____

School to which assigned _____

Superintendent signature _____ Date _____