

**APPLICATION FOR RELEASE  
FROM ASHEBORO CITY SCHOOLS  
2018-2019**

The Asheboro City Board of Education believes that in almost all cases the child should attend the school that serves his/her domicile. Exceptions to this will be made in limited circumstances within the criteria provided and any administrative procedures established by the superintendent.

**A complete application must be submitted to the Office of the Superintendent by June 1. Such a request for transfer is to be considered without regard to race, color, or national origin. Decisions will be mailed by June 30.**

**PLEASE PRINT**

\_\_\_\_\_  
PARENT/GUARDIAN NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
PHONE

**Application is hereby made for the following student:**

Name of Student \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

School presently attending \_\_\_\_\_ Grade (2018-2019) \_\_\_\_\_

School/district assigned \_\_\_\_\_

School assignment requested \_\_\_\_\_

Reason code (see back) for requesting admission \_\_\_\_\_ List sibling(s) also applying \_\_\_\_\_

**EXPLANATION OF REASON FOR REQUESTING TRANSFER: (may attach additional pages if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please initial you have read and agree to the statement:**

\_\_\_\_\_ I have visited the school my child is assigned to and met with the administrator. I am making an informed decision to request the alternate school due to the reasons listed above.

It is understood, of course, that this release to another school system is subject to acceptance and assignment by the proper authorities of the designated school administrative unit. If enrollment in the school system designated above is not accomplished, the original assignment of this child to a school in the Asheboro City School Administrative Unit will prevail.

An approved Release is valid for the 2018-2019 school year only.  
Applications for the next school year will be taken between March 1 and June 1 of the following year.

***I do declare that the above named student is not under suspension or expulsion from attendance at a private or public school in this or any other state nor has he/she been convicted of a felony in this or any other state. By signing this application, I agree that I fully understand all of the information contained herein.***

\_\_\_\_\_  
Signature of Legal Custodial Parent or Legal Guardian

\_\_\_\_\_  
Date

**REASON CODES:**

**1. Employee of a Public School System**

A student whose parent, legal guardian, or legal custodian is a permanent employee of another school system may be released.

**2. Change of Domicile**

A student ,whose parent, legal guardian, or legal custodian plan to move out of the Asheboro City Schools within 90 days after the beginning of the school year may be released at the beginning of the school year to the school system serving the student's new domicile. A student who changes his/her domicile during the course of the school year may be permitted to continue in the school system of their former domicile for the remainder of the school year. A student who changes his/her domicile during or after the completion of the 11<sup>th</sup> grade may be released for the 12<sup>th</sup> grade to the school serving his/her prior domicile.

**3. Hardship**

A student may be released because of undue hardship, or extraordinary, compelling, specific circumstances.

**4. Special Curricular Needs**

A student who is unable to obtain specially needed courses or programs in their regularly assigned school may be released to another school.

**5. School Utilization**

A student may be released when it would provide for the more orderly and efficient administration and operation of the schools in the district.

**6. Exceptional Student Program Transfers**

A student in the exceptional student program may be released upon the recommendation of the IEP Team.

**PLEASE NOTE:**

**Athletics:** Athletics or participation in athletics is not a lawful reason for release.

**Conditions for Release:** Any release or admissions granted pursuant to school policy will be for one school year and a written application for renewal must be made annually.

Domiciled students who are released based upon false or misleading information on their application will have their release voided and rescinded immediately.

Domiciled students who are released to other school administrative units are responsible for their own transportation.

**Permanent Employees** are defined by NC Public Schools Benefits & Employment Policy Manual as (a) Employed with the expectation of permanent employment to fill a position that is to be permanent if present needs and funds continue, or (b) employed with the expectation of at least six full consecutive monthly pay periods of employment to replace one or more employees who are on leave of absence without pay. Eligibility for benefits must be designated at time of initial employment or upon change of employment status. Permanent employees may be employed full-or part-time. The regular workweek of a permanent employee must be at least 20 hours per week.

**Appeal of Release Decision:** A decision of the superintendent's designee may be appealed to the superintendent. An appeal to the superintendent must be received in writing no later than five working days following receipt of the decision of the superintendent's designee. The superintendent will review the appeal and make a written determination within 30 days of receiving the appeal.

**Please do not write in this box.**

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **NOT APPROVED**

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
Tena Lester, Student Transfers

\_\_\_\_\_  
Date

DATE RECEIVED \_\_\_\_\_

RECEIVED BY \_\_\_\_\_