



**Northampton County Schools**  
 Post Office Box 158 • 701 North Church Street  
 Annex – 320 Bagley Drive  
 Jackson, North Carolina 27845  
 Telephone: (252) 534-1371 • Fax: (252) 534-4631

**Request for Student Transfer Within, Into or Out of Northampton County Schools  
 (Policy Numbers 4120 and 4130)**

Return this form to the Superintendent.

Parents or guardians wishing to transfer a child to a school outside their regular attendance area must make such request in writing to the Superintendent by June 1 for the next school year. Untimely requests will be considered only in hardship situations. The facts will be reviewed and a decision rendered by the Superintendent. Requests for transfer must be made annually.

To be completed by Parent or Guardian (*Proof of Legal Guardianship must be provided*).

Parent's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County of Residence: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
 School/County currently assigned: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
 School to which you are requesting a transfer: \_\_\_\_\_

**Briefly, explain the reason for requesting this transfer.**

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

If request is based on the fact that you will soon be moving to a new location, please provide the following information concerning your new residence:

County: \_\_\_\_\_ Address: \_\_\_\_\_  
 Proof of residency is required.

School which serves the district in which the new residence is located: \_\_\_\_\_  
 \_\_\_\_\_

**Northampton County Board of Education:**  
*Final approval of transfer request shall be dependent upon the availability of space and, if applicable, official release by out-of-district Board of Education. The Northampton County Board of Education requires the parents of a non-resident student transferring into the Northampton County School System to pay a tuition fee. For the 2011-2012 school year, the fee for an out-of-district student is \$900.00. This fee must be paid by the parent on or before enrollment in Northampton County Schools.*

*The tuition fee does not apply to children of employees of Northampton County Schools.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_