

## School Zone Transfers –Policy JCD

Bedford County School Board Policy JCD School Zone Transfers establishes guidelines for students to attend schools outside of their attendance zones. The policy sets a timeline for requesting permission to attend a school outside of the school zone in which a student resides. The window is from March 1 until July 1 immediately preceding the school year for which the zone transfer is requested. Parents, who reside in Bedford County and are not school employees, can request zone transfers by completing the request form, which is located on our website at

[http://www.bedford.k12.va.us/parents/intent\\_forms/school\\_zone\\_transfer\\_form.pdf](http://www.bedford.k12.va.us/parents/intent_forms/school_zone_transfer_form.pdf) , and submitting the form electronically, by mail, or by fax . Please direct parent to the website for the form. Some requests are still being submitted on older forms which we can no longer accept. If you are going to give parents a paper copy, please print the copy from the website and give it to them. Bedford County Public School employees requesting school zone transfers for their children should use a separate form that is also located on our website at:

[http://www.bedford.k12.va.us/parents/intent\\_forms/employee\\_student\\_transfer\\_form.pdf](http://www.bedford.k12.va.us/parents/intent_forms/employee_student_transfer_form.pdf)

Schools can assist in publicizing the request window by sending information in newsletters and/or posting the information in the school or on your website.

All forms should come to the planning office first. Please do not fill out a form prior to sending it to us. In most cases, you will get an electronic copy sent to you via the SSWS drop box for your recommendation.

Schools, grade levels, classrooms, and programs may be closed to transfers by the School Board when actual or projected enrollments meet or exceed the determined threshold for capacity. Based on past board directive, the following schools are closed to zone transfers for 2012-13:

Bedford Elementary  
Bedford Primary  
Forest Elementary  
Forest Middle  
New London Academy  
Thaxton Elementary  
Staunton River High

The policy contains exceptions for children of employees, siblings of students already on approved zone transfers, and students who move in or out of zone within 45 days of the beginning or end of school. To view the entire policy, please go to:

<http://www.boarddocs.com/vsba/bcsbva/Board.nsf/Public#>

If approved for a school zone transfer, the student is allowed to complete the sequence of grades at your school. They do not have to re-apply annually. Our department will be notifying all students in the final year of an approved sequence of grades that they will need to submit a new request to continue attending school out of zone in 2012-13.

Transportation is not provided by BCPS. The parent/guardian shall be responsible for providing transportation to school or in some cases to a current bus pick-up within your school zone.

Our department will start sending principals request forms via the SSWS on March 1, 2012. Please try to complete the forms within 10 business days. If you have questions, please contact me. You may also wish to look at your projected membership numbers for 2012-13 in considering these new requests. Membership projections were presented to the School Board on 11/10/2011 and can be found in BoardDocs at:

[http://www.boarddocs.com/vsba/bcsbva/Board.nsf/files/8N8GYM461A37/\\$file/10-26-2011%20Student%20Membership%20Projections%20For%202012-2017.pdf](http://www.boarddocs.com/vsba/bcsbva/Board.nsf/files/8N8GYM461A37/$file/10-26-2011%20Student%20Membership%20Projections%20For%202012-2017.pdf)

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