

INSTRUCTIONS FOR COMPLETING THE STUDENT TRANSFER APPLICATION

1. Complete all sections of the student information section and childcare section (if applicable). One student name per application.
2. Be very specific in the reason section. Transfers are granted on the basis of **hardship** situations. Situations may include, but are not limited to, childcare, parent's work schedule or location, health care, preferred academic offerings, and intent to relocate the primary residence within the year.
3. Read carefully the Conditions of Transfer section and sign and date the application.
4. For **new** transfers take the application to the principal of the school serving your community and to the principal of the school which you seek a transfer. Principals will approve or disapprove the application.
5. **Renewal** transfers need not reapply to attend the same school as the previous year or the feeder school in the same attendance area. Parents are responsible for providing transportation for students for elective transfers.
6. Principals will return the application to the Office of Student Affairs for final approval.
7. Parents will be notified by U.S. mail as to an approval or disapproval.
8. Due to overcrowding in some schools, transfer requests may not be approved for school operating at 100% above the capacity. For the 2011-2012 school year, these schools include Aynor Elementary, Conway Elementary, Loris Elementary, Midland Elementary, Myrtle Beach Primary, North Myrtle Beach Primary, Ocean Bay Elementary, Seaside Elementary, St. James Elementary.