

OFFICE USE ONLY

Date Received: _____

Approved

Denied



Please complete this form and return it to:

Carl Pauli
Director of Secondary Education
750 Imperial Street, SE
Christiansburg, VA 24073
cpauli@mcps.org and
heatherduncan@mcps.org

EXCEPTION TO STUDENT TRANSFER POLICY REQUEST FORM

Ref: MCPS Policy 7-2.2 & 7-2.4

Student's Full Name: _____

Parent/Guardian Name(s): _____

School Currently Attending: _____

Current Grade Level: _____ **Date of Approval Letter to Attend Current School:** _____

Current Residential Address:

Street Address

City State Zip Code

Phone Number: _____

Email Address: _____

Requested School: _____ **Requested Start Date:** _____

Grade-Level (as of Requested Start Date): _____

- If the request is being made for a child to begin attending the middle or high school in the **same attendance zone as an older sibling** who has been permitted to continue attending a middle or high school outside the attendance area in which the family resides, please complete the following information:
Sibling's Name: _____
Sibling's Current School: _____
Sibling's Current Grade Level: _____
Date of Sibling's Approval Letter to Attend Current School: _____
- **Other Reason for Exception (Please explain):** _____

I understand that proof of residence may be required. A resident is defined as one who resides permanently in Montgomery County. Proof of residence shall include, but not be limited to, two or more of the following, which reflect the physical address of the resident: a U.S. or Virginia income tax return from the previous year; a U.S. Internal Revenue Service tax reporting W-2 form from the current year; a deed or lease agreement to the residence; a voter registration card; a receipt for personal property taxes paid within the last year; a payroll check or payroll check stub issued by an employer within the last three months; or a telephone bill issued within the last three months. The division superintendent or his or her designee shall make final decisions regarding residence for school attendance purposes.

I further understand that any person who knowingly makes a false statement concerning the residency of a child in a particular school district or school attendance zone, for the purpose of (1) avoiding the tuition charges authorized by applicable law or (2) enrollment in a school outside the attendance zone in which the student resides, may be guilty of a Class 4 misdemeanor and shall be liable to the School Board for tuition charges authorized by applicable law for the time the student was enrolled in the Montgomery County Public Schools pursuant to Virginia Code § 22.1-264.1.

Parent/Guardian Signature: _____ **Date:** _____