



A Beacon for Learning and Leading

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TO: Parents or Guardian

FROM: Richard Paylor, Superintendent

RE: REQUEST FOR CHANGE OF SCHOOL ASSIGNMENT

Requests for changes in school assignment must be resubmitted prior to the beginning of each school year because they are valid only for one school year. We take great care in dealing with each request on an individual basis. To keep a class size balance across the county and to prevent overcrowding, we have added some restrictions to certain schools.

As in the past because of overcrowding, requests will not be approved for students to attend White Oak Elementary, Broad Creek Middle or Croatan High Schools who reside in other school attendance areas. Additionally, requests will not be approved for students who live in the Down East area to attend a school other than the one in their attendance zone. This will help maintain class size balances. There are a few exceptions, including the need for specific educational services. Additionally, children of Carteret County Public School System employees are permitted to attend schools out of their attendance zone. This is a benefit offered to employees.

If you would like to submit a request to change your child's school assignment, please complete the Request for Change of School Assignment form attached to this letter. This form must be completed and returned to your child's school along with your proof of residency, such as a utility bill for the principal's recommendation. The request may be denied for the reasons stated above and for any of the following reasons:

- a. Student has been in violation of the school's attendance or tardy policies.
- b. Parents are unable to provide transportation for the student.
- c. Student is in violation of the school's student code of conduct or other policies.
- d. Class size exceeds limits.
- e. Budget concerns.

Once the principal has rendered his/her recommendation, the form will be forwarded to the superintendent. The superintendent has the final authority to approve or disapprove the request for a change of school assignment according to Carteret County Board of Education Policy 4150.

MISSION

We will inspire, educate, and empower students for life through relationships, knowledge, and opportunity.

REQUEST FOR CHANGE OF SCHOOL ASSIGNMENT

ALL students who reside in Carteret County are automatically assigned to Carteret County schools. Requests for reassignment of students under the "hardship" provision must be made in writing to the principal of the school and must set forth in detail why the assignment to the school of residence zone is a "hardship" on the student. Refer to Carteret County Board of Education Policy 4150, School Assignment on our website for details.

Approval is dependent upon several conditions: ALL transportation must be provided by the parent or guardian; the student must be punctual to school; the student's attendance must adhere to the school's requirements; and the student must not have a disciplinary record.

NAME OF STUDENT: _____ AGE: _____

Mailing Address: _____ City, State, Zip: _____

Physical Address (911 address): _____

Home Phone #: _____ Work #: _____ Cell #: _____

School Attended 20__-20__: _____ Grade: _____

School Student Desires to Attend 20__-20__: _____ Grade: _____

School Attendance Zone for 911 address above: _____

Please state in detail why the assignment of the student to the school of the residence attendance area will create a "hardship" for the student. (Use the reverse side if necessary.) _____

Date: _____ Parent/Guardian's Name: _____
Please Print

Parent/Guardian's Signature: _____

(For Office Use Only)

Assigned District Principal Recommendation/Comments ___ Approved ___ Not Approved

Assigned District Principal signature _____ Date _____

Requested District Principal Recommendation/Comments ___ Approved ___ Not Approved

Requested District Principal signature _____ Date _____

Superintendent: ___ Superintendent Approval ___ Superintendent Denial

Superintendent Signature _____ Date _____