



Board of Education

Paige Sayles, Chair	Bernard Hall, Vice Chair
Debra Brodie	Dr. Elizabeth Keith
Rosemary Champion	Tommy Piper
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	Rhonda Schuhler, Ed.D, Superintendent

## Student Reassignment

If you wish for your child to attend any school other than his or her districted school, please follow the guidelines and deadlines listed below. To find your districted school, visit [www.fcschools.net](http://www.fcschools.net). Under the "Parents" section, select "Locate My Child's School."

It is important to note that a request must be made to the Office of Student Assignment each year that a change in student assignment from your districted school is desired. All approvals are contingent upon space being available in the school and the program in which the student wishes to enroll. The Request for Student Reassignment form can be found at [www.fcschools.net](http://www.fcschools.net). Under the "Parents" section, select "Enrollment and Reassignment" and scroll to the bottom to the Reassignment section.

**Reassignment is a privilege that carries certain obligations.** Students should remain in good standing at school in order to keep the reassignment in effect. Students are expected to arrive and leave campus in a timely manner, to attend as well as to be on time to class, and to follow the rules in the Student Code of Conduct. Principals can request that a transfer be revoked if these conditions are not met. If at any point in the school year, a student reassignment has met the following criteria, the principal can petition the superintendent to request revocation of the student reassignment and the student's return to his or her districted school:

- 15 or more tardies/early checkouts
- 10 or more absences
- A pattern of disciplinary incidences that are creating a disruption to the learning environment

**IMPORTANT NOTES:** New and renewal reassignment requests must be submitted by March 31st for the upcoming school year (first and second semesters). New reassignment requests for second-semester-only must be submitted by December 1st for the upcoming second semester. Reassignments for the semester will not be granted once that semester has started, except in demonstrated extenuating circumstances.

Certain criteria must be met for students enrolled in Virtual Academy to be eligible for student reassignment; please contact Diane Marks, Clerk to the Board and Student Assignment Coordinator, for more information.

### STUDENT REASSIGNMENT REQUESTS ARE TO BE SUBMITTED TO

Diane D. Marks, Clerk to the Board and Student Assignment Coordinator  
Franklin County Schools  
53 West River Road  
Louisburg, NC 27549

919-496-2104 fax  
DianeMarks@fcschools.net

*Presenting a false record or falsifying records is a state and federal offense. Enrollment of the child under false documents subjects the person to liability for tuition or other costs. In a case where incorrect information is provided, the Board of Education reserves the right to immediately transfer the student to his/her appropriate school.*



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## Reassignment Requests:

- School System Employee - If one of the student's custodial parents/guardians is an employee of Franklin County Schools or another school system, the parent/guardian may request student reassignment to or within the school system in which he or she is employed. Separation of employment will make the transfer null and void.  
Parent/guardian must provide or make arrangements for transportation to and from school.  
Form required: Request for Student Reassignment.  
**Deadline: March 31 for the upcoming school year.** Meeting with the Board of Education is not required.
- Grandfathered Majority-to-Minority - If a student received a "majority-to-minority" reassignment for the **2018-19** school year, the school district shall permit the student to continue to receive reassignment to the receiving school through the completion of the terminal grade at the receiving school (e.g., 5<sup>th</sup>, 8<sup>th</sup>, or 12<sup>th</sup> grade), as specified in the December 18, 2018 court order.  
Bus transportation is limited, in accordance to the 2018-19 provisions; otherwise, parent/guardian must provide or make arrangements for transportation to and from school.  
Form required: Request for Student Reassignment.  
**Deadline: March 31 for the upcoming school year.** Meeting with the Board of Education is not required.

NOTE: A sibling to a Grandfathered Majority-to-Minority student (GM-t-M) may request reassignment to the same school as the GM-t-M student through Hardship and/or Medical Reason(s); see #4 below for guidelines. Bus transportation is limited in accordance to the 2018-19 Majority-to-Minority provisions; otherwise, parent/guardian must provide or make arrangements for transportation to and from school.
- Grade 12 Senior Status – If the student has attended said high school from Grades 9 through 11 and is out of district for his or her Grade 12 year, the parent may request that the student be allowed to remain at said high school for the Grade 12 year.  
Parent/guardian must provide or make arrangements for transportation to and from school.  
Form required: Request for Student Reassignment.  
**Deadline: March 31 for the upcoming school year.** Meeting with the Board of Education is not required.
- Hardship and/or Medical Reason(s) – If there is a hardship or medical reason as to why a child may be better served at a school other than his or her districted school, the parent/guardian may request a hardship/medical student reassignment.  
Documentation required:  
a) Request for Student Reassignment form,  
b) letter from parent/guardian explaining the reason(s) for the request,  
and  
c) supporting documentation pertinent to reason(s) for the request.  
Parent/guardian must provide or make arrangements for transportation to and from school.  
**Deadline: March 31 for the upcoming school year. Meeting with the Board of Education may be required.**