



To: MCS Parents
Re: 2024-2025 Student Transfer/Discretionary Admission Process

Dear Parent/Guardian:

This letter is to inform you of the 2024-2025 student transfer process for Moore County Schools. If you wish to request a transfer for your child to attend a school outside of the attendance area for your domiciled address you should submit a student transfer or discretionary admission request following the process and timeline outlined in this letter. In addition, **families who are domiciled at an address outside of the attendance area for the school(s) their child/children currently attend MUST complete and submit a student transfer or discretionary admission request for each child annually.** Domicile means the family's and/or child's permanent, legal residence. **Transportation is NOT provided by the district for transfers or discretionary admissions and is the responsibility of the parent/guardian.**

The window for submitting student transfer and discretionary admission requests for the 2024-2025 school year will be February 1–29, 2024. On the back of this letter you will find an outline of the student transfer/discretionary admission process for the 2024-2025 school year. Moore County Schools will again be implementing an online process for student transfer and discretionary admission requests through ScribChoice. In order to request a student transfer from one school to another within Moore County or discretionary admission for a student to attend a school in Moore County while residing outside of Moore County, parents should visit <https://moorenc.scribchoice.com> between February 1–29, 2024, and follow the online instructions for registering and completing the request. All correspondence regarding the status of your transfer request will occur through email once you have registered and submitted your request online; therefore, it is important for you to check your email on a regular basis. When you successfully submit a transfer or discretionary admission request, you will immediately receive an email from ScribChoice giving you a confirmation/order number. If you do not receive your email confirmation, please make sure that you completed your request completely. **There is a non-refundable \$10.00 processing fee for each online student transfer or discretionary admission request.** Full-time MCS employees are exempt from this processing fee. **ALL students new to MCS requesting a transfer (not a discretionary admission), including incoming kindergarten students, MUST register with the school for which they are domiciled.** Data managers will then forward documentation to the requested school if the transfer is approved.

Approval, denial, and opportunity to appeal information will be emailed in early April. If a transfer is denied and parents wish to appeal, a transfer appeal form must be submitted to the Office for Student Support Services by April 12, 2024. If discretionary admission is denied, the deadline for submitting a discretionary admission appeal or tuition appeal to the Office for Student Support Services is also April 12, 2024. Transfer, discretionary admission, and tuition appeal hearings will be held during the months of April/May with the entire 2024-2025 transfer process completed by May 31, 2024.

Deadlines established for the transfer process will be strictly adhered to. Any transfer requests received after February 29, 2024, will not be accepted. Furthermore, any appeals (including transfer appeals, discretionary admission appeals, or tuition appeals) received after April 12, 2024, will not be considered. Also, in fairness to families who have followed the required process for having a transfer request approved, students found to be attending a school without an approved transfer or discretionary admission will be withdrawn in accordance with policy. As a reminder, tuition will be charged for students who are not domiciled within Moore County but who are approved to attend Moore County Schools. **Per MCS Board Policy 6020 Highfalls Elementary, Westmoore Elementary, Robbins Elementary, Elise Middle, and North Moore High are designated as “under-utilized” and tuition fees are waived for discretionary admission approvals at these schools.** The amount of tuition will be the amount of per-pupil local funding, as determined annually by the MCS finance office. Tuition for 2024-2025 will be \$2,808.00 per student, and must be paid in full one week prior to the first day of school. Children of full-time MCS employees are exempt from tuition.

If you are domiciled outside of your child's school attendance area and you do not submit a student transfer or discretionary admission request within the framework and timeframe outlined above your child WILL NOT be allowed to continue attending their current school. If you have any questions related to the 2024-2025 process, you may ask your school's principal or call the Office for Student Support Services at 910-947-2976.

Sincerely,
Tracy C. Metcalf
Director for Student Support Services

Moore County Schools 2024-2025 Student Transfer and Discretionary Admission Process/Timeline

The administration of Moore County Schools student transfer/discretionary admission process for the 2024-2025 school year is as follows:

- A letter informing families of the student transfer/discretionary admission process/timeline will be sent home with all students in January. (The letter is on the reverse side of this sheet.)
- A letter will be mailed in January to families identified as domiciled outside the attendance area for their child's school of enrollment based on their PowerSchool address.
- These documents will explain the transfer/discretionary admission process and provide the window and deadline for completing and submitting transfer and discretionary admission requests. MCS will again implement an online transfer process for 2024-2025. Parents should visit <https://moorenc.scribborder.com>, between **February 1-29**, and follow the instructions for registering and submitting their request online. **There is a non-refundable \$10.00 processing fee for each online student transfer or discretionary admission request.** Full-time MCS employees are exempt from this processing fee.
- The same information will be posted on the MCS website and will also be sent to all MCS families via a district-wide *School Messenger* message in January. Additional reminder messages through *School Messenger* will be sent by individual schools and the district during the transfer request window.
- **You will need your child's correct Student ID# (PowerSchool#) to submit a transfer request.** Your child's Student ID# can be found on their report card or obtained by contacting your school office. **Requests submitted without a correct Student ID# are subject to be denied.** Upcoming kindergarten (K) students will not have a Student ID# if they have not previously been enrolled in public school. For upcoming K students please enter 99999 as a temporary ID#.
- **The window for completing and submitting both in-county transfer and out-of-county discretionary admission requests will be February 1-29, 2024.** A separate student transfer or discretionary admission request is required for each individual child. All transfer or discretionary admission requests **MUST** be made online, and must be received during the February window. **The window will close at midnight on February 29, 2024.**
- Since kindergarten registration for the 2023-2024 school year will be held on April 19, 2024, an additional window for completing and submitting transfer requests for **INCOMING KINDERGARTEN STUDENTS ONLY** will be open from April 22 - May 3. **ALL students, including incoming kindergarteners, who are new to MCS that are requesting a transfer (not discretionary admission) MUST register with the school for which they are domiciled.** Data managers will then forward documentation to the requested school if the transfer is approved.
- Transfer and discretionary admission approval, denial, and opportunity to appeal information will be emailed in early April to those families who submitted an online request during the open window. **If you submit a transfer or discretionary admission request, please be sure to check your email regularly as all communication regarding your request will be sent via email.**
- The deadline for requesting a transfer appeal is April 12, 2024.
- The deadline for requesting a discretionary admission appeal or tuition appeal is April 12, 2024.
- Transfer, discretionary admission, and tuition appeal hearings will be held during the month(s) of April/May.
- The entire transfer/discretionary admission process will be completed by May 31, 2024.