

# Gaston County Schools Request for Emergency/Hardship Transfer

**Transfers were accepted April 1-July 15 for the 2025-2026 school year.** Any requests submitted after July 15<sup>th</sup> will only be considered for extenuating circumstances. Such circumstances include an unanticipated or significant change impacting the student's assignment to their zoned school of attendance that occurred after July 15<sup>th</sup> or other circumstances outside of the parent's/guardian's control that prevented them from meeting the application deadline.

**Being unaware of the deadline is not considered an extenuating circumstance.**

- Parents/Guardians may request an Emergency/Hardship Transfer, in very rare cases with extreme or unusual circumstances. **A request does not guarantee a transfer will be granted.**
- These requests will be taken before a transfer review committee and considered based on space availability, the needs of the student, the effect on the school to which the transfer is requested, principal recommendations, and the allowable reasons for reassignment/transfer.
- Parent/Guardian MUST provide more than one choice of school for a hardship request. A single school request may result in automatic denial. *Please note below the schools that are currently closed to new transfers:*
  - Elementary: Belmont Central, Brookside, JB Page Primary, New Hope, Pleasant Ridge, WA Bess, Woodhill
  - Middle: Cramerton and Southwest
  - High: Ashbrook, Forestview, Hunter Huss, South Point
- Schools that are closed to new transfers due to capacity may not be listed as a requested school.
- All eligibility criteria, guidelines and requirements for transfer students as outlined in Gaston County Schools Board of Education Policy 4170 also apply to all processes related to Emergency/Hardship Transfers.

## To apply for an Emergency/Hardship Transfer:

1. Complete the Emergency/Hardship Transfer Form
2. Provide any supporting documentation with your request form. Please see below for additional documentation suggestions:
  - Copies of report(s) of incident(s) to school administrators or staff members, including the number of times the report/complaint was filed by parents.
  - *Absence and/or tardiness reports.*
  - *Written timeline of events showing evidence of harm caused by the current placement, including history and evidence of the family's attempt(s) to work with school officials and report(s) on the outcome after dispute resolution/mediation.*
  - *A letter from a doctor or therapist, student health information, or other evidence of harm caused by the current placement.*
  - *Medical documentation, doctor/therapist letter, student or parent/guardian health history documentation, if hardship pertains to a parent's illness or medical issue. Doctor's recommendations cannot be to a particular school.*
3. You must provide two options for the choice of school transfer.
4. The form and all documentation must be submitted to Susie Bradley, Director of Student Assignment at the following address: 1 Learning Place – Gastonia, NC 28052 (mailing) or 2500 Sedgefield Drive, Gastonia, NC (for GPS purposes) or through email at [sbradley@gaston.k12.nc.us](mailto:sbradley@gaston.k12.nc.us).

## Notification:

- You will be notified of a decision within **ten school days** from the date of submission of the Emergency/Hardship Transfer Form through the email address provided on your request. Your student should continue to attend school during this process. Non-attendance during this time period could result in unexcused absences.
- If your request is denied. You have the right to appeal the decision. You may contact the Office of Student Assignment at 704-810-7284 to request directions for submitting an appeal.

# GASTON COUNTY SCHOOLS

## Emergency/Hardship Transfer Request Form 2025-2026 School Year

*Please complete one form per student and print clearly.*

Student's Legal Name: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ Grade Level for 2025-2026: \_\_\_\_\_

Requested School #1: \_\_\_\_\_

Requested School #2: \_\_\_\_\_

Student's Last School of Attendance: \_\_\_\_\_

Student's Zoned School of Attendance: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Email: \_\_\_\_\_

Parent/Guardian's Address: \_\_\_\_\_

Parent/Guardian's Phone Number: \_\_\_\_\_

**Please read each statement carefully and initial that you understand:**

1. Transfers cannot be granted for any reason to a school that has been determined to have reached capacity.  
Initial \_\_\_\_\_
2. To be considered for a transfer, my student must currently have good grades, attendance, and discipline records at their current school (if applicable).  
Initial \_\_\_\_\_
3. Should a transfer be granted, school bus transportation is not available and that I must provide transportation for my child to attend the requested school, the student must comply with the district attendance policy, the student must maintain an exceptional discipline record, and the student maintain good grades.  
Initial \_\_\_\_\_
4. Should a transfer be granted, any student in grades 9-12 will not be eligible to participate in athletics for 365 days from the date of enrollment in the transfer school.  
Initial \_\_\_\_\_
5. Should a transfer be granted, failure to meet one or more of the above conditions will be considered sufficient grounds to have the student's transfer revoked. If the transfer is revoked, the student will be reassigned to the home school of the parent / legal guardian's residence.  
Initial \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_