



- Individuals requesting an in-county or an out-of-county transfer for the upcoming school year may do so at <https://ncleec.scribborder.com/> beginning March 17, 2025.
- Both employees and non-employees will use the same form and will need to submit the request as well as a behavior and attendance agreement.
- Children of non-employee parents are to attend their assigned school based on domicile and are only considered for a possible reassignment or transfer to a different school based on extreme circumstances that are reviewed by school and district leadership. Additional information about permissible reasons can be found in Board Policy 4150: <https://boardpolicyonline.com/bl/?b=lee#&&hs=157991>
- If someone is residing outside of Lee County, before a transfer can be completed they will need to obtain a release from the county of residence and upload it on the online site. All required documents are available online.
- All non-employee out of county transfer requests require Board of Education approval and the possibility of a tuition payment.
- All non-employee parents who wish to request a transfer for their students who are entering kindergarten must first register their student in the school to which they are assigned. Transfer requests will be accepted and reviewed after kindergarten registration has been completed. Employee transfer requests for first time kindergarten students may be completed during the transfer request period.
- Within five days of receiving notice that a request for reassignment was denied, the parent or guardian may request a hearing on the request. The board or a panel of the board will hear the appeal. If a panel hears the appeal, the panel's recommendation will be submitted to the full board for a final determination.
- Approved transfers or reassignments require the parent or guardian to provide transportation and the approval is valid for no more than one school year.
- Please contact Angie Stone in the district's Student Services Department at 919-774-6226 Ext. 7263 or [astone@lee.k12.nc.us](mailto:astone@lee.k12.nc.us) with any questions you may have.