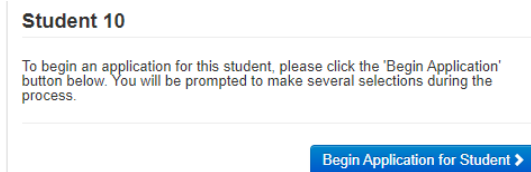# Pender County Schools Student Reassignment Requests
Quick Reference Guide

1. Go to Pender County Schools Enrollment Website
   a. https://pendernc.scriborder.com/

2. If you need to Create your Parent Account follow the steps below. If you already have an account, Login and go to step 5.
   a. Select Start Login
   b. Select Create Account
   c. Enter the requested information for parent information
   d. Starred items are required
   e. Select Save

3. Add student(s) to your parent account.
   a. Select Associate Student
   b. Enter the requested information for each student
   c. Starred items are required
   d. Select Save

4. If you have multiple students, associate each one with your parent account.

5. On the family dashboard, select Submit Application

6. Choose the student that you want to submit a reassignment request for and select Begin Application for Student.

   Student 10

   To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process.

   Begin Application for Student >

7. Under the Available for 2024-2025 School Year, select either the In-County Reassignment Application or Out-of-County Reassignment Application. Click Select.

   Available for 2024-2025 School Year

   ✔ Reassignment Application - In-County 2024-2025 (February 1, 2024 - March 31, 2024)   Grades: K-12

   Applicable Grade(s): Kindergarten 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th   Select >

   ✔ Reassignment Application - Out-of-County 2024-2025 (February 1, 2024 - March 31, 2024)   Grades: K-12

   Applicable Grade(s): Kindergarten 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th   Select >

8. Choose the school you are requesting your child to attend. Then choose Select.

9. Choose from the following:
   a. If this student is currently attending and has a previously approved transfer to the requested school, select Complete Renewal Application.

   > Complete Renewal Application

   b. If this student is not currently attending the requested school, select Complete New Application

   > Complete New Application

10. For either type of application, answer the questions on the next screen. Complete all information as required. You **MUST** enter a **detailed** reason for the reassignment request. If a reason is not provided, the application may be denied.

11. Read the Certification by Parent or Legal Guardian disclaimer. Enter 2 initials in the box.

   > ★ Guardian Initials: required

12. Sign the application in the provided box using your mouse and select Proceed to Checkout.

   > **Please enter your e-Signature**   Retry
   >
   > — For security purposes, we logged your IP Address: 152.26.177.26, 172.69.62.157, 30.1.2.74
   > — Date/Time of Completion: 2/14/2020 at 13:08 hours
   >
   > X
   > I AGREE TO THE CONTENT ABOVE VIA ELECTRONIC SIGNATURE
   >
   > Clear Form   Proceed To Checkout

13. If you have more than one student, use the Return to Dashboard option to submit for the other student(s). You must complete an application for each student that requires one EACH YEAR.

   > ＾ Return to Dashboard

**Once you have submitted the application, you should receive a confirmation email with an Order ID number. Please keep this email for your records.

**You will receive an email notification once a decision has been made. Decision letters will go home with Report Cards in May for K-8 students. High school decision letters will be mailed with report cards.

**If applying for an Out-of-County Reassignment, you MUST be released from the school system you are districted for. See the next page for directions.
Out-of-County Reassignment Requests require students to be released from the county in which they live. If you have already completed this process and received the

approved release, please email a copy of the approved release to Fallon Fuller @ fallon_fuller@pender.k12.nc.us. If not, please complete the district release application process for the school system in which you physically reside. Once acquired, please email a copy of the approved release to Ms. Fuller. A district release is required before an out-of-county reassignment decision can be made. Please complete this step as soon as possible. Students can not attend a school in Pender County until we have this release.

For more information please see Board Policy 6020 - Admission of Non-Resident Students (including students of PCS staff who do not reside in Pender County).
https://pcspolicy.com/6000-support-services/item/424-6020-admisson-of-non-resident-students

New Hanover County residents:
1. Complete Form:
https://docs.google.com/forms/d/e/1FAIpQLSeZAUaFAdNFGjQKMyDvAWsp8MskkvU_YWRXMdtOqZKPJQ5tZw/viewform
2. Contact Information:
Student Support Services office at 910-254-4207

Duplin County residents:
https://duplinncc.scriborder.com/
Katrina Hill
Email: khill@duplinschools.net
Office Number: (910)296-6655

Sampson County residents:
https://sampsonncc.scriborder.com/
Select Student District Release 2023-2024

Onslow County residents:
Contact Cameron Collins @ Cameron.Collins@onslow.k12.nc.us

Brunswick County residents:
https://www.bcswan.net/Page/1132
1. Select Out of County Transfer
2. Complete Form
3. Email to: vbullard@bcswan.net