

How to Obtain a Student Release Form from Another County

Specific instructions listed for Chatham, Cumberland, Harnett, Hoke, Lee, Montgomery, Randolph, Richmond, and Scotland

If you live outside of Moore County and have an **approved discretionary admission** for your child to attend school in Moore County, you will need to obtain an out-of-district student release form from the school district in the county where you live. **This form is required for any student who lives in another county but is enrolled in Moore County Schools. A release form is required even if you are an employee of Moore County Schools.** This release form is required to be submitted annually. You will need one form for each child that has an approved discretionary admission. **Forms are due to Moore County Schools by June 15.**

Here are the instructions on how to locate the out-of-district student release forms from neighboring counties. Please locate your county from the list below and follow the instructions. If your county is not listed below, then you will need to call the school district in the county in which you reside to obtain more information. We have only listed those counties that directly surround Moore County.

Once you have received your approved out-of-district student release notification, you must send a copy of the notification to the office of Student Support Services at Moore County Schools. See the box to the right for our contact information. You may select whichever contact method is easier for you. Some districts may send their notifications through letters, emails, or forms. Regardless of which method they use to notify you, we need a copy of it.

If you decide to mail your document to us, be sure to keep a copy for your records in the event your original document gets lost in the mail.

HOW TO CONTACT US...

By Mail:

Moore County Schools
Attn: Student Support Services
P.O. Box 1180
Carthage, NC 28327

By Fax:

910-947-3011
Attn: Student Support Services

By Email: *Preferred Method*

StudentSupportServices@ncmcs.org
Subject line: Student Release Form

Select the county in which you live from the choices below, then follow the step-by-step instructions.

We have provided these instructions to you for your convenience. The instructions were written to the best of our ability using each district's most current website information. If you experience any issues, please call the school district in the county where you reside for help.

*** Some forms may be unavailable if you are attempting to request a student release outside of the timeframe established by each district's Board of Education. If you experience difficulty, please contact the school district directly. Please do not call Moore County Schools as we will not be able to provide assistance with another district's website or their policies. ***

Chatham County 919-542-3626

- Go to the Chatham County Schools website: www.chatham.k12.nc.us
- Go to the “Services” tab (located at the bottom of your screen).
- Select the “Operations” link.
- Select the “Student Assignment/Reassignment” link.
- Select the “Download Request for Release Form” link (on the right side of screen).
- The system will then take you to a fillable form that you need to complete. Once you’ve completely answered each required field, print the form.
- The form will then need to be submitted to Chatham County Schools. For your convenience, their contact information is listed directly on the form (at the bottom).
- Once you receive your approval notification from Chatham County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

Cumberland County 910-678-2300

- Go to the Cumberland County Schools website: www.ccs.k12.nc.us
- Hover over the “Departments” tab (located at the top of your screen).
- Select the “More” link from the dropdown box.
- Select the “Student Assignment” link.
- Select the “Student Assignment Forms” link (located on the left side of your screen).
- Select the “CCS Student Release Form” link (located at the bottom of your screen).
- The system will then take you to a fillable form that you need to complete. Once you’ve completely answered each required field, click on “submit”.
- Once you receive your approval notification from Cumberland County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

Harnett County 910-893-8151

- Go to the Harnett County Schools website: www.harnett.k12.nc.us
- Select the “Departments” tab (at the top of screen).
- Select the “Student Support Services” link.
- Select the “Student Release Requests” link. (Listed under Quick Reference section)
- A box with a note about child care verification may pop up. If it does, please choose “close” to by-pass the message. (If a message box does not appear, you can skip this step.)
- Select the “Request for Student Release 2023-2024-For Release to Another School System” link.
- At this point, you will be re-directed to the Scribbles website. On this website, you will be asked to create an account (if you don’t already have one) that will allow you to access the Scribbles program. Select “Create Account” and proceed with the instructions from Scribbles. (If you already have an account, you will simply sign in. If you have forgotten your password, you can reset it.) After you submit your on-line release request, the folks at Harnett County Schools will review and process your request. You should receive an email with your approved release. If you have difficulty with the Scribbles program, you should contact Harnett County Schools.
- Once you receive your approval notification from Harnett County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

Notice: Harnett County Schools only accepts release requests until May 31.

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Hoke County 910-875-4106

- Go to the Hoke County Schools website: www.hcs.k12.nc.us
- Select the “Family Resources” tab (at the top of screen).
- Select “Student Release Form”.
- The release form will show on your screen. Click on “Print Form” to print a copy of the required form. (“Print Form” is located in the upper right hand corner of the form.) You will need one form per child.
- Fill out the form completely and neatly.
- Send the form to Hoke County Schools to obtain authorizing signature. For your convenience, their contact information is listed directly on the form.
- Once you receive your approval notification from Hoke County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

Lee County 919-774-6226

- Go to the Lee County Schools website: www.lee.k12.nc.us
- Select the “Parents/Students/Community” tab (at the top of screen).
- Select “Student Transfer/Release Requests” link.
- Scroll down and select “District Releases 2023-2024”.
- At this point, you will be re-directed to the Scribbles website. On this website, you will be asked to create an account (if you don’t already have one) that will allow you to access the Scribbles program. Select “Create Account” and proceed with the instructions from Scribbles. (If you already have an account, you will simply sign in. If you have forgotten your password, you can reset it.) After you submit your on-line release request, the folks at Lee County Schools will review and process your request. You should receive an email with your approved release. If you have difficulty with the Scribbles program, you should contact Lee County Schools.
- Once you receive your approval notification from Lee County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

Montgomery County 910-576-6511

- Go to the Montgomery County Schools website: www.montgomery.k12.nc.us
- Scroll down and select “Pre-K and K-12 Enrollment”
- Select the “Click HERE to Complete an Application to release a child from Montgomery County Schools” link at the bottom of the page.
- Fill in your contact information where indicated, then click “Go to Form”.
- The system will then take you to a fillable form that you need to complete. Once you’ve completely answered each required field, click “Submit Form” in pink box.
- The form will then be submitted to Montgomery County Schools for their review and approval. (These must go before their Board of Education for approval. The BOE meets monthly.)
- Once you receive your approval notification from Montgomery County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

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Randolph County 336-633-5000

Notice: Randolph County Schools has a strict deadline of March 30 to request a release. Don't delay!

- Go to the Randolph County Schools website: www.randolph.k12.nc.us
- Select the "Students/Families" tab (at the top of screen).
- Select the "Student Services" link from the dropdown box.
- Select the "Student Enrollment" link (located in dark blue box toward the bottom right of screen).
- Select the "Student Reassignment" link (located at the bottom right of the screen in a large, dark blue box).
- Select the "Request for Student Release" link. If the form link is unavailable, that means that they are no longer accepting requests for releases. They have a strict deadline, and requests must be sent during their timeframe in order to be considered for approval.
- The system will then take you to a form that you need to complete.
- The form will then be submitted to Randolph County Schools for their review and approval.
- Once you receive your approval notification from Randolph County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

Richmond County 910-582-5860

- Go to the Richmond County Schools website: www.richmond.k12.nc.us
- Select "BOE Policy Manual" link.
- Select "4000-Focus on Students" link.
- Select "4150 E-A" link (policy numbers are in numerical order).
- Print form, fill out, and then submit it to Richmond County Schools for their review and approval.
- Once you receive your approval notification from Richmond County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

Scotland County 910-276-1138

- Go to the Scotland County Schools website: www.scotland.k12.nc.us
- Select the "Departments" tab (at the top of screen).
- Select the "Auxiliary Services" link.
- Select the "2023-2024 Student Transfer Request Form" link (located on left of screen).
- Click on the link to the form "2023-2024 Student Transfer Request Form".
- The system will then take you to a form that you need to complete.
- The form will then need to be submitted to Scotland County Schools for their review and approval.
- Once you receive your approval notification from Scotland County Schools, please notify Moore County Schools using the instructions shown in red box on page 1 of these instructions.

We now have a dedicated email address for receiving release forms!

StudentSupportServices@ncmcs.org