

1. Go to the CMS Student Placement Website: <https://www.cmsk12.org/Page/8827>
2. Click on the **Reassignment/Transfer Form**.
3. Click inside the **Current School Year (2023-2024)** box.
4. Scroll down and click on **Enter Form**
5. Complete the Form. You will need the following: *(please contact the school where your student is currently enrolled to obtain the PIN)*
  - a. **Student ID:**
  - b. **PIN:**
6. Confirm Student and Parent information
7. Click on **Create New Reassignment/Transfer Request Form**
8. Click on **Transfer**
9. Choose **Charlotte Mecklenburg Virtual School** from the list of schools and click **Continue**
10. Click **Continue**. You do not need to fill out anything under: Section 1: Parent/Guardian Employment Information, Section 2: Child-care Provider Information, or Section 3: Extreme Hardship Written Explanation. **Leave those pages blank and click Continue at the bottom of each page.**
11. Click **No** for "Will you be submitting any additional documentation?"
12. Place a check next to each of the **Acknowledgements**.
13. Type your name and the date and click **Continue**
14. When Student Placement has received the request, CMVS will conduct a transcript review to ensure the student meets [Entrance Requirements](#).
13. If entrance requirements are met, the transfer request will be approved, and you will receive a letter from Student Placement notifying you of the transfer and providing further instructions within approximately 14 days. **If you do not receive a letter within 14 days, please call Student Placement at 980-343-5335.**