



**Heard County School System**  
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**Rodney Kay**  
*Superintendent*

**Marianne W. Cole**  
*Assistant Superintendent*

**Mike S. Roberts**  
*Associate Superintendent*

RE: Availability of Attendance Zone Transfer for 2023-2024

Dear Parent or Guardian:

As the parent or guardian of a student currently enrolled in our school district, I am writing to notify you that under O.C.G.A 20-2-2131 you may request to transfer your child to another public school in the Heard County School District for the upcoming 2023-2024 school year.

As a parent or guardian, you can request to have your child transferred to another public school within the Heard County School District as long as the school district has determined that there is available classroom space at the school. Please keep in mind that if you choose to transfer your child to another school in the district, the law requires you to assume the costs and responsibilities related to transportation of your child to and from the school as long as your child remains at that school. Should class size become an issue you may be asked to withdraw your child and return to school in the attendance zone in which you live.

In order to process your request, you will need to submit the Heard County Attendance Zone Transfer Request Form available at <https://forms.gle/28fxRgm7ZxFmRSZd9>. Applications will be accepted through June 16, 2023.

Transfer requests will be reviewed by the district committee. Transfers will be granted if classroom space allows. Board Policy requires priority be given to students whose IEP/IAP requires attendance at a school for centralized services, transfers requested under USCO, transfers requested under other federal requirements, and to students of employees.

Notification regarding applications will be made to parents by June 30, 2023..

If you have questions regarding this please contact me.

Sincerely,

Marianne W. Cole  
Assistant Superintendent