

BRYAN COUNTY SCHOOLS STUDENT TRANSFER REQUEST FORM

The top portion of the application should be completed by the parent and submitted to the school where the student is presently attending.

TRANSFER REQUEST DUE TO:	BCS Employment <input type="checkbox"/>	Re-districting/Change in Address <input type="checkbox"/>	School Choice (HB 251) <input type="checkbox"/>
	Hardship <input type="checkbox"/>	SPED-IEP <input type="checkbox"/>	School Choice (another district) <input type="checkbox"/>

STUDENT INFORMATION		
Student Name (Last, First, Middle/Nickname):	Student ID Number:	Today's Date:
Date of Birth:	Grade/Age:	Parent Contact Number:
Street Address:	City, State:	Zip Code:
Apartment Complex/Apt #:	Is this a temporary residence?	
Name of School Presently Attending:	Name of School Transfer Requested To:	
Please explain the reasons for your transfer request (attach an additional page, if needed):		

I have read and understand the conditions on the reverse side of this form. I understand that this transfer request will have to be submitted annually. I further understand that this transfer may be revoked by the receiving school principal at any time if the student does not stay in good standing in regards to academics, attendance, timely arrival at school, and/or discipline, or if the parent has provided any false information on this application.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

FOR SCHOOL USE ONLY--COMPLETED BY STAFF AT CURRENT SCHOOL
If the transfer is denied, the principal must provide a statement as to why. "Area(s) of Concern" are issues the receiving principal should be aware of prior to making a decision on the transfer. Supporting documentation may be requested.

Academics <input type="checkbox"/>	Attendance <input type="checkbox"/>	Transfer Approved <input type="checkbox"/>
Area(s) of Concern <input type="checkbox"/>	Discipline <input type="checkbox"/>	Transfer Denied <input type="checkbox"/>

Signature of Principal: _____ Date: _____

COMPLETED BY APPROVING SCHOOL OFFICIAL
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Transfer Approved <input type="checkbox"/>	Transfer Denied <input type="checkbox"/>
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Signature of Approving Official: _____ Date: _____

COMPLETED BY CENTRAL OFFICE

Transfer Approved <input type="checkbox"/>	Transfer Denied <input type="checkbox"/>
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Transfer Effective Year: _____

Signature of Approving Official: _____ Date: _____

BCS Employment

- * Children of employees, regardless of where they live, may attend the Bryan County School District in the attendance area where their parents/guardians work. To attend any other out-of-attendance area school, the employee must establish that there is a hardship and that such an assignment is necessary for the employee.
- * In deciding whether a hardship request is justifiable, factors as the appropriate school nearest the place of employment, the appropriate school nearest a child care center or sitter caring for the child before or after school hours (elementary only) and other reasonable factors will be considered. Current employees must submit a transfer form during the application period; however, a waiver of the deadline will be considered for new hires or when an employee's circumstances change during the
- * Transfer requests may be denied or revoked based on one or more of the following reasons:
 - Lack of available permanent classroom space in the school to which the student requested a transfer;
 - Excessive absences, tardies, early sign-outs or late pick-ups of the student;
 - Behavior;
 - An uncooperative/unproductive relationship between home and school;
 - Insufficient reasons to warrant the move (disagreement with school administration or staff is not sufficient reason for a transfer to be granted);
 - Falsification of records;
 - Other just causes.

Districting Change

- * When attendance area changes are made, students impacted may have the opportunity to remain in the school which they currently attend provided that there is permanent classroom space available, or enroll in and attend the school in their approved attendance area for one school year.
- * Transportation will not be provided.
- * Students do not automatically progress into the feeder school and must seek another transfer in order to be eligible to do so.
- * If the student has excessive absences, tardies, late pick-ups and/or early sign-outs or excessive discipline issues they may be remanded back to their zoned school.

Hardship Transfer Information

- * Transportation for students on transfer, including children of employees, must be provided by the parent/guardian.
- * Hardships will be determined by the BCS Hardship Committee.
- * For the purposes of student transfers, a "hardship" is defined as an event or situation in which the hardship review determines that a student's transfer to another school is warranted.
- * Transfer requests may be denied or revoked based on one or more of the following reasons:
 - Lack of available permanent classroom space in the school to which the student requested a transfer;
 - Excessive absences, tardies, early sign-outs or late pick-ups of the student;
 - Behavior;
 - An uncooperative/unproductive relationship between home and school;
 - Insufficient reasons to warrant the move (disagreement with school administration or staff is not sufficient reason for a transfer to be granted);
 - Falsification of records;
 - Other just causes.

SPED/ IEP Transfer

- * In order to request such a transfer, parents/guardians must complete and submit an application to the Special Education Department.
- * All requests must be received by the District within an announced application period; additionally, only one special needs transfer per student will be considered during the school year.
- * If approved, the student shall be allowed to attend the requested school until he/she completes all grades of the school, graduates, or reaches the age of 22, whichever occurs first, in accordance with federal and state requirements for students with disabilities.
- * Transfers are for individuals not family groups.
- * Transfer students do not automatically progress into the feeder school and must seek another transfer in order to be eligible to do so.
- * The parent/guardian is responsible for transportation to the school.
- * Approved transfers are contingent upon program availability and class size limits.

School Choice Information (HB 251)

Bryan County School District General Guidelines

- * Applications for Bryan County School District "School Choice" will be submitted within a 14 calendar day window each year.
- * School choice may not be available for newly opened schools – for a defined period of four years from the date a school opens.
- * If a parent requests a transfer to a school that does not have the services required by the current Individualized Education Plan (IEP) or Individualized Accommodation Plan (IAP), nothing in the law requires the school to develop those services as long as they are available within the local school district.
- * Any student transferring under this law shall be subject to the eligibility requirements of the Georgia High School Association.

Apportioning Available Seats

- * In the event a particular school has available space and the number of transfer requests exceeds the remaining available capacity, the school will conduct a random lottery that provides each interested student with an equal chance to be admitted.
- * A student who is granted a transfer may continue to attend that school until the student completes all grades of the receiving school. A transferring student who completes all grades available at the receiving school does not automatically receive enrollment preference to the feeder school. The Bryan County School District has discretion to determine the appropriate school for enrollment.

School Choice from another School District

- * With the approval of both the sending and the receiving local boards of education, a student may be reassigned to a school in another school district if all of the following conditions are met:
 - A school in another district is closer to the student's place of residence than the school to which the student has been assigned;
 - The actual transportation time or distance on a bus one way to the school where the student has been assigned is determined to be excessive in terms of travel time or distance as defined by State Board Rule 160-5-4-.09;
 - The school to which the student is requesting reassignment is offering an instructional program comparable to that offered in the school where the student was originally assigned;
 - The school in the other school system to which the student is requesting reassignment has available permanent classroom space;
 - The parent/guardian assumes responsibility for providing transportation for the student.