



**GWINNETT  
COUNTY  
PUBLIC  
SCHOOLS**

**Gwinnett County Board of Education**

Level: Procedure J-Students	Accompanying Policy: JBCD	Descriptor Code: <b>P.JBCD</b>	Rescinds May 16, 2016
Descriptor Term: <b>Student Transfers and Withdrawals</b>		Effective Date: <b>March 3, 2017</b>	Last Reviewed Date: <b>January 1, 2018</b>

Keywords:  
Student Discipline:  
Policy References:

**I. Transfers**

**PROCEDURES FOR IMPLEMENTING TRANSFER POLICY TO SCHOOLS WITHIN THE DISTRICT**

The local board of education maintains the authority to transfer students from one school to another within the school system just as the board has the authority to make initial school assignments.

**A. Notification**

By July 1 of each year, information concerning the transfer process will be posted on the GCPS website to include the following:

1. General information concerning transfers, including the available transfer types.
2. List of schools accepting transfers for the upcoming school year.
3. Timeline for request/approval of transfers.

**B. Available Classroom Space**

Available classroom space is defined as "permanent classroom space" whereby available classroom space is determined by the following:

1. Capacity of the school building based on health and safety provisions, excluding portable classrooms.
2. Class size capacity by grade and subject.
3. Projected enrollment needs and enrollment preferences mandated through state and/or federal laws; such as, Unsafe School Choice Option, No Child Left Behind, and Senate Bill 10.

**C. General Information Concerning Transfers**

1. Student transfers are only available to residents of Gwinnett County Public School District.
2. Student transfers are approved for one year only and are valid for the school year for which they are issued. A student must return to his/her home school or reapply under applicable criteria each year.
3. A student may receive only one transfer during a school year.
4. Transfers by currently enrolled students should be requested as early as possible and should not

be made later than seven (7) days after each semester begins. Approval for any student requesting a transfer outside of the seven days after the semester begins is subject to the discretion of the receiving school principal based on the best interest of the child.

5. Parents or guardians should receive a written response to the transfer request within 30 days of receipt of the Application for Student Transfer form, stating reasons for approval or denial (in cases where the school is waiting to make programmatic decisions written response should be made as soon as possible).
  6. Transfer requests will be approved based on the order in which the request was received and the availability of "permanent classroom space."
  7. Transportation for students on transfer, including children of employees, is the responsibility of the parent /guardian.
  8. If a student is granted a transfer, there is no guarantee that it will be to the requested school.
  9. If a student transfers at the high school level, he/she must meet Georgia High School Association requirements to participate in competitive interscholastic activities.
  10. Transfer of a student does not guarantee the transfer of a sibling.
  11. If a request for a transfer is granted in any category other than medical or legal, the receiving school principal, with written notice, may revoke the transfer based on one or more of the following reasons:
    - a. The student becomes a discipline problem as outlined in the GCPS Administrator's Discipline Handbook.
    - b. Excessive absences, tardies, or late pick-up of student
    - c. Academic problems (class/course failure)
    - d. False information is given on the application form or other records
    - e. Other just cause
  12. Parking spaces at the high schools are not guaranteed.
  13. Transfers are not considered for the following:
    - a. Grievances arising from parent- school conflicts
    - b. Peer group associations
    - c. Discipline and/or attendance problems
    - d. General dissatisfaction with a particular school
  14. Revocation or denial of transfers may be appealed to the Executive Director of Academic Support.
  15. Students must complete the registration process at their home school before transferring to an approved school under a transfer.
  16. Schools must appropriately code all transfer students in the GCPS student information system with currently defined codes.
- D. Families Moving (General Information Concerning Transfers apply, including the authority of the receiving school principal to revoke the student transfer in writing)
1. The following rules apply to families moving out of their attendance zone after the school year begins, provided the move is not out of the county:
    - The student will be placed on a permissive transfer for the remaining school year.
    - The student can complete the school year, unless the transfer is revoked in accordance with the guidelines stipulated in Section C, Item No.11.
    - Discipline, attendance and grades accumulated prior to the transfer request should not be used to revoke the transfer.
    - Transportation will not be provided by GCPS.
    - Juniors and seniors can attend until graduation. If a student is attending a school through a granted transfer, he/she must reapply under applicable criteria each year.
  2. The following rules apply to families moving out of the county:
    - If the move occurs before spring holidays, the student must be withdrawn.
    - If the move occurs after spring holidays, the student may complete the school year and is

placed on a permissive transfer, unless the transfer is revoked in accordance with the guidelines stipulated in Section C, Item No.11.

E. Student Transfers Appeal Process:

The initial transfer appeal must be submitted to the Executive Director of Academic Support and include a completed and dated GCPS Application for Student Transfer Form along with written explanation and accompanying support information. Subsequent appeals must occur within five calendar days at each step to be considered. Once an initial appeal is made, no new evidence or information will be considered in subsequent appeals.

Step 1 - Executive Director of Academic Support

Step 2 - Associate Superintendent for School Improvement and Operations

Step 3 - Superintendent of Schools

Step 4 - Board of Education

F. Requirements for a student to be reassigned to another school within the district (transfer types available):

1. Permissive Transfers (Must be requested each year.)

- a. The school to which the student has been assigned does not have permanent classroom space, and the student is assigned to nonpermanent classroom space for instruction.
- b. Another school within the district has permanent classroom space available and sufficient instructional support for the specific request.
- c. The parent or guardian has submitted an Application for Student Transfer Form to the local school principal requesting reassignment to a school where permanent classroom space is available.

2. Child Care Hardship

Child care hardship transfers are only considered for grades K-5, are renewable each year with appropriate supporting documentation. The receiving school principal approves, disapproves, and revokes Child Care Hardship transfers. Students return to home school feeder pattern in 6th grade. Approval for Child Care hardship should be based on the following criteria:

A single parent/guardian with a proven economic hardship that precludes commercial child care and the parent has access to free or significantly reduced child care cost in the district where applying. Documentation substantiating child care must be provided. (This transfer can be to an over capacity school.)

Parent(s) work schedule is such that they leave home too early or arrive home too late for the operating hours of commercial child care facilities in their home district. This transfer can only be approved to schools under building capacity with permanent classroom space availability. Documentation must be provided from at least two providers in home district indicating hours of operation, and provide a statement from employer(s) certifying work hours.

3. Children of Employees

Employees of Gwinnett County Public Schools, who work 20 or more hours per week, may take their children to a school within the cluster in which they work. Employees must also fill out an Application for Student Transfer Form. Employees from out-of-county may not bring their child to

a school in the cluster where they work and then request a transfer to a different school in the county outside that cluster. If an employee moves his/her child into a cluster where they work and subsequently makes a job change for career advancement or because the employee is transferred, the child may remain in the cluster where presently attending or accompany the employee to his/her new location for the remainder of the current school year only. If this change occurs after the last day of the school year for students, the child must attend a school within the cluster in which the parent works or their districted school. The local school principal retains the authority to revoke the student transfer as described in Section C, Item No.11.

#### 4. Medical/Legal

Medical/Legal transfers are evaluated, approved and revoked directly through the Office of Academic Support with subsequent appeal steps available. These transfers, when approved, are made to a school selected by the Executive Director of Academic Support.

Transfers will be considered for approval when one or more of the following conditions exist:

- Concern for physical safety after a traumatizing physical or sexual assault. Evidence and documentation must be presented for events occurring on GCPs property. Traumatizing physical or sexual assaults occurring off GCPs property require substantial evidence and documentation to be considered for transfer.
- Students returning from current hospitalization for emotional problems and with the written recommendation of a licensed mental health practitioner.
- Students experiencing current significant mental health impairment which necessitates a transfer to another school will be considered at the written recommendation of a current State of Georgia licensed mental health professional (i.e., psychologist or psychiatrist) along with a professional recommendation from an official of the sending school. Extensive documentation and information from the mental health professional including, but not limited to, interviews with the practitioner, parent/guardian, and student may be required to determine the justification of the transfer.
- Court ordered moves.
- Medical problems which require a move and with the written recommendation of a physician.

#### 5. Special Education

Notwithstanding any other provision of this procedure to the contrary, special education staff have the authority to place students with disabilities at any school in compliance with the program and placement decisions of the IEP committee.

#### 6. Opening of a New High School

When a new high school opens, the following procedures will apply:

##### Attendance Zones

Attendance zones will be developed using established school system criteria for rezoning schools for both the existing high school, and the proposed high school.

##### Attendance

Once attendance zones have been established for the existing school and the proposed school, any student not currently enrolled at the high school must attend the school in the newly established attendance zones (For example, any rising, ninth grader, an eighth grader at the time of rezoning, must attend the school in their respective attendance area). Permissive transfer procedure (previous page) may allow exceptions.

Any current ninth, tenth, eleventh, or returning senior currently enrolled at the existing high school, may elect to remain at the existing high school if the student agrees to provide his/her own transportation.

Georgia High School Association (GHSA) Regulations (Athletics)

GHSA rules state that, "Students who are transferred from one school attendance area to another school attendance area by a mandate of the local board of education maintain their eligibility provided it is not a permissive transfer."

It is important to note that if a student selects one school and enrolls in that school for one day, and then decides to transfer back to the other school, that student would lose a year of eligibility in any GHSA sanctioned activities for one calendar year.

## 7. Other

- a. Unsafe School Choice Option (USCO) - If a school is declared to be a persistently dangerous public school, according to the legislation of the No Child Left Behind Act and Georgia Board of Education rules (Board Rule 160-4-8-.16), that school must notify students and parents that they may transfer to another Gwinnett County Public School that meets the safe school criteria. The information must be sent to parents and students within 10 days of notification by the Georgia Department of Education, and any requested transfer must be completed within 30 days of the request.

All USCO-No Child Left Behind transfers will be processed through the Executive Director of Academic Support.

- b. Victim of a Violent Crime - Any student who is the victim of a violent criminal offense that occurs on the property of Gwinnett County Public Schools or at an event sponsored by Gwinnett County Public Schools must be notified that, as the victim, the student may transfer to another Gwinnett County Public School that is not identified as Persistently Dangerous. All Victim of a Violent Crime transfers will be processed through the Executive Director of Academic Support.

## PROCEDURES FOR IMPLEMENTING TRANSFERS FROM ONE DISTRICT TO ANOTHER

The local and the receiving boards of education may approve the reassignment of a student to a school in another school district. The responsible boards shall respond to the requesting parent or guardian within 30 days of the request. If both local boards agree to the reassignment, state and federal funds allotted to the sending school system will be reallocated to the receiving school system. Requirements for assignment to a school in another school district:

### A. Requirements for a student to be reassigned to a school outside of the district:

1. A school in another school district is closer to the student's place of residence rather than the school to which the student has been assigned.
2. Transportation time and distance to the school where the student has been assigned is determined excessive. Excessive travel time and distance is considered to be : a.) 45 minutes longer than the transportation time on a school bus to the closer school; b.) the one way distance to where the student has been assigned is 15 miles farther than the distance to the closer school.
3. The school to which the student is requesting reassignment offers a comparable instructional program to the originally assigned school.
4. The school to which the student is requesting to be assigned has available permanent classroom space.
5. The parent or guardian assumes responsibility for providing transportation.

6. The parent or guardian submitted a written request to the local board of the assigned school and the local board where the student wishes to be reassigned
  - a. This request must be made within 7 days following the publication of attendance zones.
  - b. If a transfer request is denied, parents may appeal the decision to the State Board of Education for consideration.

## PROCEDURES FOR SCHOOLS TO RECORD STUDENT TRANSFERS

All students enrolled under transfers must be recorded by schools through permit codes into the Student Information System.

### II. Withdrawals

#### A. Requirements for Student Withdrawal:

##### 1. No-Shows

- a. A student who is not in attendance on the first day of school but was expected based on prior year of enrollment, shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance count.

##### 2. Voluntary Withdrawal

- I. Students should be withdrawn by the parent or guardian who enrolled them, or the parent or guardian who enrolled the student may provide the school written permission for another person to withdraw their child.
- II. When a parent, guardian, or other person withdraws a student according to established withdrawal procedures, the student's withdrawal date shall be recorded as the last day of student attendance. If a student is under suspension on the date of the withdrawal, the new school of enrollment, if known, shall be notified of the terms of the suspension.
- III. If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his/her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A. 20-2-690.1 (e).
- IV. The current Enrollment Verification Form should be given to the parent or guardian of the withdrawing student to be faxed back to the school to indicate the student is enrolling. A copy of the student's records will be sent to the receiving school upon receipt of the completed form. This form should be retained in the student file as an additional tool to document the verification of the appropriate withdrawal or transfer code by the sending school. If the form letter is not received within 30 calendar days, the clerk will notify the appropriate administrator and enter an Unknown code into the student information system. This code may be changed to an appropriate code if written documentation is obtained later.
- V. When a student moves to another country, a school must have written confirmation of withdrawal and enrollment. This confirmation does not have to obtain official documentation in the form of a letter or records request from the other county. If a parent or guardian informs a school administrator that the family is leaving the county, the administrator may document the conversation in writing and include it in the student's file. The school may withdraw the student after ten unexcused absences for lack of attendance in those situation where there exists no notice from the parent or student of withdrawal and no proof of any kind that the student has enrolled in another school or

home study program.

### 3. Involuntary Withdrawal

- I. When a parent, guardian, or other person does not withdraw a student from school according to the established procedures and the school has proof of enrollment in a different school, school system, or home study program, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.
- II. Students not subject to compulsory school attendance laws that are enrolled for the current school year who do not attend school for ten (10) consecutive days and the school is not notified of the absence by parent/guardian are considered withdrawn. These students may be dropped from the school's rolls after attempting to notify the parent or guardian. Students determined to no longer be a resident of the system may be withdrawn even if the student is subject to compulsory school attendance laws. The withdrawal shall be retroactive to the first day of the consecutive absences.

For currently enrolled students that are subject to compulsory school attendance laws, it is required that schools use their best good faith efforts to obtain documented information that the student no longer resides in the school's attendance zone before the student is withdrawn.

4. A student shall not be withdrawn due to excessive absences defined in Board Rule 160-5-1-.10 (JB-Student Attendance) and O.C.G.A. 20-2-690.1 (a).
5. A student shall not be withdrawn while participating in a Hospital/Homebound Instruction Program in accordance with the requirements of the program.
6. The principal or designee shall record the reason for withdrawal in the Student Information System (SIS) as defined in the Department of Education's student record collection or the Georgia Statewide Student Information System (GSSIS).