

transfer to for their children. Notification shall be made in written letter. See Appendix for model letter and request form. The district will only accept transfer request within the single enrollment window of July 1st – 14th (or the next business day following the 14th should it fall on a non business day).

- c. Currently the process under HB 251 applies only to Park Elementary, Pine Ridge Elementary, New Mountain Hill Elementary, and Mulberry Creek Elementary in the Harris County School District. The process does not apply to Creekside, Harris County Carver Middle School, or Harris County High School as they are the only school at their level.
- C. Defining Capacity at the School Level
- a. The term “available classroom space” is not defined in the statute. The Harris County School District defines “available classroom space” as recommended by guidance from the Georgia Department of Education in. Available classroom space is defined as:
 - i. Within the guidelines of the capacity of the school building based on established health and safety provisions;
 - ii. Within class-size capacity by grade and subject, based on state law and rule;
 - iii. Within the capacity needed in order to ensure students for whom federal law provides a selected space (e.g., for students transferring from a NI school or unsafe school under NCLB; for students with disabilities whose IEP or IAP calls for placement at a particular school).
 - iv. Within the available permanent classroom space at a school.
 - v. Utilizing the existing staff assigned to a school.
 - vi. Allowing for enrollment projections based on analysis of historical and trend data of school entry, withdrawal, and transiency rates at a school.
- D. Apportioning Available Seats
- a. In the event a particular school has available seats and the number or 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.