



Frequently Asked Questions about Student Transfers

2016-2017 SCHOOL YEAR

Transportation is not provided for the following transfers: Hardship, Employee, House Bill 251 (HB 251) or the Special Needs Scholarship (SB 10).

1. **When is the transfer application period?**

HARDSHIP TRANSFER REQUEST

APPLICATION DATES: **March 21, 2016 to May 23, 2017**

Approval or denial will not be communicated via the email, over the phone, or in person.

EMPLOYEE TRANSFER REQUEST

APPLICATION DATES: **March 21, 2016 to May 23, 2017**

Approval or denial will not be communicated via the email, over the phone, or in person.

HB251 TRANSFER REQUEST

APPLICATION DATES: **March 21, 2016 to May 19, 2016**

Parents and/or guardians will be notified by U. S. Mail on or before July 1, 2016.

Approval or denial will not be communicated via the email, over the phone, or in person.

SB10 TRANSFER REQUEST

APPLICATION DATES: **March 21, 2016 to September 23, 2016**

Approval or denial will not be communicated via the email, over the phone, or in person.

****If you received a student transfer letter that allows your child to stay at the school until the highest grade at the school, then do not apply again. Your application will not be processed.****

2. **How do I access the transfer form?** The forms are available only online at www.clayton.k12.ga.us/. In an effort to save taxpayer money, there are no paper transfer forms. Applications will not be accepted on paper.
3. **Why is my child's student number not being accepted into the transfer application?**
If your child is withdrawn from CCPS, then you will not be able to complete a student transfer application. Student numbers are seven numbers in length. If you have a six digit number, please input a zero as the first number.



4. **Where can I go to access the transfer form online if I have no computer?** There are computers available for parent use free of charge at the following locations:
 - The Parent Resource Center at your child's school
 - Your local library branch
 - Clayton County Administrative Complex- lower level
5. **What if I do not have access to a scanner to upload accompanying hardship documents?** The documents can be dropped off or mailed to Clayton County Public Schools, ATTN: Student Services Student Transfer Committee, 1058 Fifth Avenue, Jonesboro, Georgia 30236. The documents must include the confirmation number that the parent/guardian receives after completing the online application.
6. **How will I know if my application was submitted online?** After the parent/guardian clicks submit from the online transfer form, a confirmation number will appear and a confirmation email will be sent if an email address is input on the transfer form.

NOTE: If you do not receive a confirmation number, then your online application was not submitted.
7. **Why aren't all schools on the list?** The schools are chosen based on current enrollment, projected enrollment and capacity. In addition, if there is a program at the school that requires additional requirements, the school may not be on the list for transfers (e.g., Stillwell Fine Arts Magnet School, M.D. Roberts Fine Arts Magnet School, Jackson Elementary Fine Arts, Elite Scholars Academy, and Unidos Dual Language Charter).
8. **Do we accept students from other counties?** Due to the needs of Clayton County Public School students, we are not accepting applications from residents of other counties at this time. Employees may bring their children to Clayton County Public Schools per Board Policy JBCA.
9. **What are the different types of transfers?** The different types of transfers are Hardship Transfers, Employee, House Bill 251, and SB10. There will no longer be a Public School Choice (Choice) transfer option under the Elementary and Secondary Education Act of 2001 (NCLB), and local educational agencies (LEAs) will no longer be required to implement Choice.



10. **When and how will I be notified?** Parents and/or guardians will be notified by U. S. Mail. Letters are mailed to the address on file in the Student Information System and not at the address entered on the student transfer application. Approval or denial will not be communicated via the email, over the phone, or in person.
11. **Which transfer requests should I check online?** If you have a hardship with accompanying documentation, you should check that you are requesting a Hardship transfer. If your child is receiving Special Education services and he/she meets criteria, check that you are requesting a SB10 transfer. Please check the option that is most appropriate for your situation. You do have the option to check multiple transfer types.
12. **Why are transfers considered?**

House Bill 251 Transfers are based on the following:

- A parent/guardian can elect to send a child to another public school in the same district as long as there is classroom space available at the school after it's assigned students have been enrolled;
- If a parent elects to exercise this choice option, the parent assumes all costs associated with transporting the child to and from the selected school. **Transportation will not be provided;**
- A student who transfers to another public school pursuant to this law may, at his or her election, continue to attend such school until the student completes all grades of the school.
- Any student transferring under this law shall be subject to the eligibility requirement of the Georgia High School Association (<http://www.ghsa.net/student-and-eligibility-information>).

Georgia Special Needs Scholarship (Senate Bill 10)

Student Eligibility Criteria 1 – The student's parent(s) currently resides within Georgia and has been a Georgia resident for at least one year.

Student Eligibility Criteria 2 – The student has spent the entire immediate prior school year in attendance at a Georgia public school.

Student Eligibility Criteria 3 – Student was enrolled and reported by a public school district(s) for funding purposes during the preceding October and March full-time equivalent (FTE) program counts in accordance with O.C.G.A. § 20-2-160. The GaDOE will verify that a student has attended one full school year as required by O.C. G. A. § 20-2-2112 (5).



Student Eligibility Criteria 4 – The student was served during the immediate prior school year under an Individualized Education Program (IEP) written by the public school in accordance with federal and state laws and regulations.

Student Eligibility Criteria 5 – The student was reported by a school district for funding purposes during the preceding October or March (FTE) program counts as a student receiving special education services.

Student Eligibility Criteria 6 – The student was reported by a school district in either the October 2011 or March 2012 FTE program counts or in student record as a student receiving special education services.

Hardship Transfers

Transfers are considered and reviewed based on hardship. All hardship claims are investigated by the Student Transfer Committee personnel by examining what the parent/guardian has written on the student transfer application and by speaking with administration at the school sites. Documentation to support the hardship can be uploaded to the student transfer application.

13. What options are available to an eligible student under the SB10 Program?

If a student meets the eligibility criteria for the SB10; parent(s) has the right to request a transfer from a student's current public school to:

1. Another public school within their district of residence; or
2. Another public school district outside their district of residence; or
3. One of the three state schools for the blind or deaf; or
4. A private school authorized to participate in the SB10 Program.

14. As an employee of Clayton County Public Schools?

All full time Clayton County Public School employees are eligible for an employee student transfer if they submit their employee identification number on the application.



Employee Student Assignment

Children of full time Clayton County Public Schools employees will be allowed to attend Clayton County Schools regardless of their residence location under certain conditions.

1. Students of Employees may apply for a transfer to any school in the District, however this transfer is limited by capacity, program availability, and behavior.
2. The employee is limited to one school selection at each elementary, middle and high school level unless there is a change in employment location.
3. If the student is in high school, the student's performance eligibility status under GHSA may be impacted. It is the parents' responsibility to determine, in consultation with school staff and GHSA, whether a student will be eligible for performance or school athletics.
4. If an employee has a change in job assignment, the employee may request a change in schools for his/her student at the time of employment or at the time when the job assignment changes.
5. If an employee retires from the District, is terminated, subject to a Reduction in Force, or resigns, the student may complete the current school year at the current school. Subsequent to that school year, all transfers will be governed by policy JBCD (Transfers and Withdrawals).
6. An eligible employee's student may return at any time to the school in the attendance zone in which he/she is a resident.
7. With the exception of students who attend school where their parents or guardians are full-time teachers, professionals, or other employees, acceptable behavior, attendance, passing grades and a cooperative/productive relationship between home and school must be maintained in order for transfers to remain valid. Transfers may be denied or revoked if these conditions are not met.
8. Employees do not receive preferential treatment in the lottery process for student assignment or in programs where students must apply to be accepted. Examples include, but are not limited to, Elite Scholars, Pre-K, and magnet programs.

15. Are any students ineligible for the SB10 Program? YES

- Toddler and Pre-K students;
- Home school students;
- Students in residential treatment facilities;
- Students attending a Department of Juvenile Justice School; and/or
- Students otherwise not eligible per the Official Code of Georgia (O.C.G.A.) § 20-2-2114.



16. How long can a student receive a scholarship through the SB10 Program?

A student may continue to receive a scholarship through the SB10 Program as long as:

- Student remains a resident of Georgia; and
- Student's parents/guardians remain residents of Georgia; and
- Student has continual enrollment and attendance in a private school participating in the SB10; and
- Parents/guardians comply with State Board Rule 160-5-1-.34 and all applicable state laws.

Parents/guardians must keep a student enrolled and attending a participating private school throughout the school year. A scholarship received through the SB10 Program ends once a student graduates from high school or if the student turns 21 years old and has not received a high school diploma.

17. How does an interested parent find out more about the scholarship?

Parents/guardians can find out more about the program by visiting the SB10 web page at <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>