

**Jefferson County School System  
Public School Choice Transfer Process  
2014-15 School Year**

The Jefferson County Board of Education has established school attendance zones for the purpose of efficient use of facilities, transportation and programs. For these reasons, students are encouraged to attend the school within their district of residence. However, a parent/guardian may request in writing that their child(ren) transfer to another school within the district. The parent/guardian assumes responsibility for providing transportation for the student if the request for transfer is granted by the system. The transfer process is described below.

**Annual notification**

By July 1 of each year, the school system shall notify parents regarding which schools have space available and which of these schools parents may choose to request a transfer for their children. Notification will be on the system website.

**Enrollment period**

The enrollment period is open throughout the school year based on available space on a first come, first served basis. Transfers for an upcoming school year will be accepted on or after May 1 of the current school year on a first come, first served basis.

**Defining capacity at the school level**

To determine “available classroom space”, the principal will make a decision on a transfer request based on capacity of the school building, established health and safety provisions, and class-size capacity by grade and subject, according to State law and rule. In addition, the school system may deny a transfer based on a lack of capacity in order to ensure students for whom Federal law provides a selected space (i.e. students transferring from a needs improvement school or unsafe school under No Child Left Behind or students with disabilities whose Individualized Education Plan [IEP] calls for a particular placement.)

The principal will notify the superintendent when a grade level has reached capacity in order to determine if a transfer will be approved or denied.

**Continuation**

A student who transfers 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 parent or guardian must request a transfer for the feeder school on or after May 1 of the completer year.

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The following schools have available classroom space for the 2014-15 school year. Transfer requests will be accepted on a first come, first served basis as described above. Based on the number of requests, the principal may determine that a grade level has reached capacity and will notify the parent that the transfer has been denied.

**Elementary Schools**

Carver Elementary  
Louisville Academy  
Wrens Elementary

**Middle Schools**

Louisville Middle  
Wrens Middle

**Transfer request forms are below. The forms are also available at all schools where choice is available.**

**Jefferson County School Transfer Form  
2014-15 School Year**

**Parents: please complete this form and mail or give it to the Principal of the school for which you are requesting a transfer.**

*Under a 2009 state law (O.C.G.A. § 20-2-2131), parents may request a transfer to another public school within their local system. If you want a transfer, please complete the information below.*

**Parent Transfer Request Form (Parents Must Complete)**

Student Information

Date \_\_\_\_\_ Students' Name \_\_\_\_\_

Grade in 2014-15 \_\_\_\_\_ Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Name of Custodial Parent or Guardian \_\_\_\_\_

Home address \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email (if available) \_\_\_\_\_

School the student is zoned to attend in 2014-15 \_\_\_\_\_

Name of School

**Parent Request for School Transfer**

I \_\_\_\_\_ am requesting a transfer for \_\_\_\_\_  
Parent/Guardian Student's legal name

to attend the following school in the district. I fully understand that my child may only receive my first choice of schools if space is available at the time this request is approved. I also understand that I am responsible for providing transportation for my child since he/she will be attending school out of his/her attendance zone if the transfer request is approved.

Parent/Guardian Ranked List of Schools for Transfer (where more than one school is available.

1) \_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**FOR SCHOOL SYSTEM USE ONLY**

The Jefferson County has received this parental request from the parent/guardian on the following [put date and time].

\_\_\_\_\_

**District Decision – check the appropriate line:**

\_\_\_\_\_ After consideration, the transfer request for \_\_\_\_\_  
Student Name / GTID  
to \_\_\_\_\_ was approved on \_\_\_\_\_ .  
School

\_\_\_\_\_ After consideration, the transfer request is denied based on the following:

\_\_\_\_\_ .

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Please make two copies of this form:

- One for parent / guardian, and
- One for the school to keep on file.