



**GWINNETT COUNTY PUBLIC SCHOOLS
APPLICATION FOR STUDENT TRANSFER**

*Transfers are approved for one school year only.
The transfer process from one level (elementary to middle; middle to high) as well as new students to GCPS must start at the students zoned school*

Stock #90963
Revised 06/17

DEADLINES FOR TRANSFERS:

Transfers should be requested as early as possible and in no case may the request be made later than 7 days after each semester begins. Special consideration may be given in cases involving medical or legal issues.

CRITERIA FOR APPROVING OR DISAPPROVING TRANSFERS:

To Parents: Your transfer request must meet criteria as outlined below to be approved.

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.

GENERAL INFORMATION CONCERNING TRANSFERS

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). A student may receive only one transfer during a school year. **Transportation for students on transfer, including children of employees, is the responsibility of the parent /guardian.** If a student is granted a transfer, there is no guarantee that it will be to the requested school. If a student transfers at the high school level, he/she must meet Georgia High School Association requirements to participate in competitive interscholastic activities. Transfer of a student does not guarantee the transfer of a sibling. Revocation or denial of transfers may be appealed to the Executive Director of Academic Support. Parking spaces at the high schools are not guaranteed. Transfers are not considered for the following: (grievances arising from parent-school conflicts, peer group associations, discipline and/or attendance problems, general dissatisfaction with a particular school). If a request for a transfer, other than medical/legal is granted, the receiving school principal, with written notice, may revoke the transfer based on one or more of the following reasons :(the student becomes a discipline problem, excessive absences, tardies, or late pick-up of student, false information is given on the application form or other records, other just cause).

Initial Permissive Transfers

Approved to schools whose enrollment is below their building capacity. The receiving school principal has sole authority for approving and revoking these transfers. Student must be in good standing in his/her home school. Permissive transfers must be renewed yearly. Families moving out of their attendance zone (still within the county) and those moving out of the county (after spring holidays) may attend for remainder of school year and will be placed on a permissive transfer (General Information Concerning Transfers Apply). **If the move is out of county before Spring Break the student will have to go to the school in their new county.**

Initial Child Care Hardship Transfers

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 kinds of 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. 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.

Initial Medical/Legal Transfers

Medical/Legal transfers are evaluated and approved directly through the Executive Director of Academic Support with subsequent appeal steps available. These transfers, when approved, are made to a school selected by the Director of Health and Social Services. 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 (not covered by No Child Left Behind Transfers). 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.

Top portion of application should be completed by parent and submitted to school where student is zoned.

Student Information		
Student Name (Last, First, Middle -Nickname)	Student ID number	Date
Date of Birth	Current Grade / Age	Parent daytime phone number
Address	City	Zip Code
Apartment Complex: Apt #:	Is this a temporary residency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
School presently attending/zoned for:	School transfer requested to:	
Give justification for your transfer request (attach a separate page if needed)		

Under Board Procedure (JBCD) Student Transfers to another school will only be considered for approval under those conditions listed on the front side.

I have read and understand the conditions and provisions on the front side of this form.

I understand this transfer request must be submitted yearly. I further understand that any transfer other than medical/legal 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 to school, and/or discipline, or if the parent has provided false information on this application.

Signature of Parent _____ Date: _____

Print Parent/Guardian Name _____ Email: _____

PARENT : PLEASE DO NOT WRITE BELOW THIS LINE

SCHOOL USE ONLY - FOR DATA INPUT AND RECORDS - COMPLETED BY CURRENT SCHOOL		
Is the student in good standing in the following categories: (If student is not in good standing in any of the areas, please attach reports to indicate areas of concern)		
Attendance: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Discipline: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Academics: <input type="checkbox"/> YES <input type="checkbox"/> NO		
TRANSFER TYPE: Students Residing In-County		
<input type="checkbox"/> Child Care Hardship (1)	<input type="checkbox"/> Employee-GCPS Addr (6)	<input type="checkbox"/> SPED-GCPS Addr (A)
<input type="checkbox"/> Medical/Legal (3)	<input type="checkbox"/> New Street (8)	<input type="checkbox"/> Jr.-Sr. Option (C)
<input type="checkbox"/> Permissive (4)	<input type="checkbox"/> Redistricting (9)	<input type="checkbox"/> In-County Move/Other (D)
Students Residing Out-of-County		
<input type="checkbox"/> Employee-Non GCPS Addr (7)	<input type="checkbox"/> SPED-Non GCPS Addr (B)	<input type="checkbox"/> Out-of-County Move/Other (E)

Signature of Current/Zoned Principal: _____ Date: _____

COMPLETED BY APPROVING SCHOOL OFFICIAL	
<input type="checkbox"/> Transfer Approved	<input type="checkbox"/> Transfer Not Approved
School Number (Current School)	School Number (Receiving School)
Transfer Effective for School Year	
Comment:	
Signature/Date of Approving Official	
Transfer Not approved due to:	
Attendance: <input type="checkbox"/>	
Discipline: <input type="checkbox"/>	
Academics: <input type="checkbox"/>	