

**Gwinnett County Public Schools**  
**Georgia Special Scholarship Program (GSS)**

**Optional Intra-School Transfer Request Form**

**\*for Special Needs and 504 Students Only\***

*(for additional information regarding the GSNS Program, visit <https://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>)*

**REQUEST MUST BE POSTMARKED BY MIDNIGHT: JUNE 3, 2022**

As parent/guardian of the student below, I am requesting a transfer for my child to attend another school within Gwinnett County Public Schools, as detailed below. **This request is optional.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you plan to reside in the Gwinnett County School district in the 2022-23 school year?  yes  no

**STUDENT INFORMATION...PLEASE PRINT**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Does your child have a current IEP?  yes  no

Does your child have a current 504?  yes  no

Did you fill out a Permissive Transfer Request?  yes  no

Decisions will be decided, and correspondence will be sent based on the address in the Student Information System. If the address listed below is different, go to your student's school to update the address.

Name of parent/guardian/other requesting transfer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2021-2022 SCHOOL YEAR INFORMATION**

Did your child attend a public school in Georgia for the entire 2021-22 school year?  yes  no

Did your child attend a Gwinnett County school in the 2021-22 school year?  yes  no

2021-22 School: \_\_\_\_\_ 2021-22 Grade Level: \_\_\_\_\_

**OPTIONAL REQUEST FOR TRANSFER**

*List top THREE choices of Gwinnett County Public Schools where you would like your child to transfer for the 2022-23 school year. Consult the GCPS website for a list of schools that are eligible to accept transfers. Please note transportation will not be provided for approved transfers...<https://www.gcpsk12.org/Page/24918>*

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

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

3) \_\_\_\_\_

**For internal use only:**  Address Verified

**School #1:**

- Approved
- Denied – school not eligible to accept transfers
- Denied – school/program at capacity
- Denied – lack of alignment to the IEP/504

**School #2:**

- Approved
- Denied – school not eligible to accept transfers
- Denied – school/program at capacity
- Denied – lack of alignment to the IEP/504

**School #3:**

- Approved
- Denied – school not eligible to accept transfers
- Denied – school/program at capacity
- Denied – lack of alignment to the IEP/504

**Completed forms should be faxed or postmarked by midnight June 3, 2022, to:**

Gwinnett County Public Schools ATTN: Special Education Department/SB10  
437 Old Peachtree Road, NW, Suwanee, GA 30024-2978  
Fax: 678-301-7222