

CHEROKEE COUNTY SCHOOL DISTRICT
Student Transfers and Reassignments: Administrative Guidelines, SY2017-18

I. Introduction to Student Transfers and Reassignments

Compliance

Student transfer and reassignment requests will be made and acted upon in accordance with Federal Legislation, Georgia Statutes, Georgia State Board of Education Rules, as well as School Board Policy and Administrative Guidelines.

Reporting and Monitoring

In as much as the Cherokee County School District is committed to ensuring equal access and promoting diversity, it shall analyze annually and maintain records regarding:

- The characteristics of students applying for and receiving reassignments and transfers by sending and receiving schools.
- The effect of reassignments and transfers on the diversity of sending and receiving schools.
- All discussions of reassignments and transfers will be reported to the affected principal.

II. The Five Types of Student Transfers or Hardship Reassignments

The Superintendent (or designee) may approve student transfer and reassignment requests for a variety of family circumstances or educational reasons. Parents/guardians must indicate such circumstance or educational reason for a reassignment through the School District application process.

1. Transfers for Special Needs Students (Statutorily-determined by SB10, 2006)

“Special Needs” transfers allow students currently receiving Special Education services under the Individuals with Disabilities Education Act (IDEA) to seek enrollment transfers to schools that (a) offer commensurate services, (b) are in an “Open Status” because enrollment at these schools are below capacity and (c) have space available within the grade requested.

2. Transfers for Non-Special Needs Students (Statutorily-determined by HB251, 2009)

Student transfers allow other Non-Special Education students to seek enrollment transfers to schools that are in an “Open Status” because these schools (a) are below the facilities enrollment capacity and (b) have space available within the grade requested.

3. Transfers for Curricular Programs

School Board Policy AD permits students to petition the Superintendent for consideration for transfers to a school which offers a specific curricular program of study not available at the school to which the student is zoned within the School District’s Annual Boundary Process.

4. Transfers for School Choice Opportunities

Reassignments or transfers required under Federal/State statutory provisions regarding low performing schools.

NOTE: THERE ARE NO SCHOOL CHOICE TRANSFERS REQUIRED OF CCS D SCHOOLS FOR THE NEXT SCHOOL YEAR—AS SUCH, THIS IS NOT AN APPROVED TRANSFER OPTION.

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5. Hardship Reassignments

Hardship reassignments allow students, because of hardship or statutory provisions, to seek transfers to schools that are potentially in a “Closed Status” because they had been determined to be at- or over-capacity. These provisions include:

1. A documented medical, emotional or psychological reason (CCSD Medical or Psychological Hardship Form for documenting this hardship is available).
2. Student displacement resulting from an intervention by a government agency (i.e., DFCS, DJJ, etc.).
3. A twelfth grader wanting to graduate from the high school attending.
4. A child of a full-time school system employee desiring to attend the school where the parent works (provided through GA Code § 20-2-293). Relative to children of full-time school system employees, these same provisions apply. Full-time school system employees may enroll their children in schools located within the school innovation zone for which they are employed, except in cases where student enrollment exceeds capacity.
5. An elementary school is located in close proximity to the parents’ workplace or a daycare used by the family and a hardship condition exists. (Note: If daycare is the catalyst for a hardship request, the requesting parent must ensure the daycare provider can provide the necessary transportation to/from school—reassigned students are not eligible for transportation.)

III. Determination of School Capacity

Timeline for Determining Capacity

Following completion of the School District’s Annual Boundary Process, the capacity for each school in the School District to accept student reassignments and transfers will be determined and a corresponding list developed of school status classifications. (Note: School capacity will be determined in accordance with applicable State Board Rules and School District Protocol)

Process for Determining Capacity

In determining capacity at each of the School District’s schools, the Office of Planning and Forecasting will begin determining capacity with the State’s Instructional Unit (IU) formula at each school. In addition to this baseline data, the Office of Planning and Forecasting will also consider other factors that could increase or decrease capacity at each school. These factors may include, but not be limited to, some of the following related to the impact on each building’s permanent classroom capacity:

- Additional space needed for programs that negatively impact capacity (e.g., smaller-capped classrooms—self-contained Special Education, EIP, REP).
- Additional space needed for district-based centers/classrooms that negatively impact capacity (e.g. Placement of Pre-K Centers on an Elementary School Campus).
- Short- and Long-Term Strategic Planning that positively or negatively impacts capacity (i.e., changes in boundaries, reduction of space due to a variety of factors, increase of space due to pending development, etc.)

School Status Determination

¹ Schools with an “Open” Status

These schools are OPEN for consideration on all (a) transfer requests and/or (b) hardship reassignment because student enrollment is at below a 95% level relative to the designed capacity of the facility.

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However, because of mitigating factors, which include, but are not limited to, issues of strict classroom size limits, increased student enrollment, and planned changes to school facilities and attendance boundaries, all requests for reassignment or transfer for schools with this classification will be closely examined relative to requested grade/class/course prior to approval of the reassignment or transfer.

² Schools with a “Closed” Status

These schools are CLOSED for consideration on transfer requests because student enrollment meets or exceeds a 95% level relative to the designed capacity of the facility.

However, hardship reassignments, as defined by the School District (*Administrative Guidelines, Sect III*) will be considered on a case-by-case basis. Within this consideration, an approval of a hardship reassignment request cannot exacerbate overcrowding in the requested school, grade, class or course.

Open Status ¹	Closed Status ²
Arnold Mill ES	Bascomb ES
Avery ES	Carmel ES
Ball Ground ES	Clark Creek ES*
Boston ES	Free Home ES
Canton ES	Indian Knoll ES
Clayton ES	Liberty ES
Hickory Flat ES	Little River ES
Hasty ES*	Macedonia ES
Holly Springs ES	Woodstock ES
Johnston ES	Booth MS
Knox ES	Creekland MS
Mountain Road ES	Dean Rusk MS
Oak Grove ES	Freedom MS
RM Moore ES	Mill Creek MS
Sixes ES	Teasley MS
River Ridge HS	Woodstock MS
	Cherokee HS
	Creekview HS
	Etowah HS
	Sequoyah HS
	Woodstock HS

* Indicates a change in status for SY2017-18.

IV. Administrative Components of Reassignments and Transfers

Transportation Services

The parent/guardian is obligated to provide transportation for students attending a school on reassignment or transfer. **Reassigned/transferred students are not eligible for transportation services.**

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Student/Parent Accountability

Acceptable behavior, attendance, grades, and a cooperative/productive relationship between home and school must be maintained in order for reassignments and transfers to remain valid. Students of employees must meet these same requirements.

Athletic/Activity Eligibility

All reassignments and transfers are considered a permissive transfer per Georgia High School Association (GHS) Guidelines (permissive transfer does not carry eligibility).

If a student transfers from enrollment at one school to enrollment at another school during a school year, the student will be ineligible for Varsity-level athletics at the receiving school for the duration of the school year. The only exceptions to this rule will be if the student's transfer was in conjunction with a bona fide relocation of the student's residence, the divorce or legal separation of the parents, the death of one or both of the parents, the court-ordered incarceration or institutionalization of one or both of the parents or the student's placement by Department of Family and Children Services into a foster home in another school zone.

Students who transfer within the same academic school year for any other reason will result in athletic ineligibility unless the student applies for and is granted a hardship waiver by the Georgia High School Association.

Applications/Deadlines

Student reassignment and transfer applications will be available at all schools, and have the following deadlines for submission.

Applications for the Next School Year:

Parents/guardians **must** submit completed forms for a reassignment or transfer for the following school year to the principal of the assigned school **between February 1st and March 1st** unless a specific type of transfer has a State-defined due date (e.g., Transfers for Special Needs Students). Principals will submit completed reassignment forms to the Director of School Operations immediately upon receipt.

Only Hardship Reassignments will be considered when the submission deadlines are not met (as provided above); and, then only considered in cases of special circumstances (i.e., late employee hires, removal of student by DFCS, etc.).

Application Review and Parent/School Notification

The Director of School Operations will review all reassignment or transfer applications based upon the provisions of Policy, will render a decision on the parents' request and notify parents/guardians, and the sending and receiving schools of the decision.

Any student currently receiving any special education services, and requesting reassignment or transfer, must have that request reviewed by the Director of Special Education, as well as the Principals of the school of residence and receiving schools.

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Length of Reassignment or Transfer

Once a reassignment or transfer is granted to a student for a given school, the reassignment remains effective through the highest grade of the school as long as the student remains in good standing. The student is not required to re-submit a reassignment application on an annual basis.

Portability of Reassignment

Reassignments and transfers cannot be transferred from school to school. In the case of a student matriculating from one school to another (i.e., promoted from elementary school to middle school, promoted from middle school to high school, etc.), a new reassignment application must be submitted for approval.

Review of Standing Reassignments and Transfers

The Director of School Operations will review all previous reassignments and transfers as part of the School District's Annual Boundary Process to determine the advisability of their continuation. Where changes in this regard are deemed in the best interest of the School District, the Superintendent will include these recommendations within the annual boundary proposals.