

CHATTOOGA COUNTY SCHOOL SYSTEM

Student Reassignment and Transfer Guidelines

➤ I. Introduction to Reassignments and Transfers

Compliance

Reassignment and transfer 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 Chattooga County School System 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. Determination of School Capacity

Timeline for Determining Capacity

Following completion of the School System's Annual Maximum Class Projection, the capacity for each school in the School System 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 System Protocol.)

Process for Determining Capacity

In determining capacity at each school, the Assistant Superintendent will consider factors that could increase or decrease capacity at each school. These include, but may 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 system-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).

School Status Classifications

Open Status: These schools are open for all reassignment or transfer requests.

Limited Status: These schools are open for consideration on all reassignment and transfer requests. 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. 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.

Closed Status: These schools are closed for transfer requests, but open for consideration for hardship reassignments on a case-by-case basis (conditions for hardship reassignments are defined in Section III of administrative guidelines).

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SCHOOL STATUS		
Closed	Limited	Open
	Leroy Massey Elementary	
	Chattooga High	
	Lyerly Elementary	
	Menlo Elementary	
	Summerville Middle	

➤ **III. Types of Student Transfers**

The Superintendent (or designee) may approve reassignment and transfer 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.

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 offer commiserate services and are in an “Open Status” because these schools are below the facilities enrollment capacity. Schools that are in a “Limited Status” may also be considered for student transfers, but only after services and space availability within the grade/class/course being requested has been verified.

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 are below the facilities enrollment capacity. Schools that are in a “Limited Status” may also be considered for student transfers, but only after space availability within the grade/class/course being requested has been verified.

School Choice Transfers/Closed for SY 2013-2014

Within the Federal government’s No Child Left Behind legislation (NCLB), schools placed on the “Needs Improvement” (NI) List as a result of not meeting Adequate Yearly Progress (AYP) must offer School Choice Transfer options to all students. For any schools placed on the NI List, the School System will annually inform all parents/guardians of that status. Relative to these transfers, it should be noted that it takes two years of not meeting AYP for a school to be placed on the NI list, and two successful years of meeting AYP for a school to be removed from the NI list.

Additionally, as part of the compliance with the NCLB legislation, any student who is a victim of a violent crime (as defined by State Rule) will be offered an opportunity to seek a School Choice Transfer; or, if a school is deemed as a “Persistently Dangerous School” due to occurrence of specified infractions (or a compilation of specified infractions) over a continuous, three year period, the School System will inform all parents/guardians of that status.

Relative to School Choice Transfers, the following must be noted:

- The School System will promulgate the list of available schools for transfer.

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- Only schools not classified being on the NI list or having the “Persistently Dangerous School” label will be offered as available schools.
 - In the case of students enrolled at Title I schools (only) offering School Choice Transfers, the list of available schools will not be determined by whether or not these schools are overcrowded.
 - In the case of students enrolled at Title I schools (only) offering School Choice Transfers, the School System will provide appropriate transportation opportunities for students to attend schools contained on the list of available schools.
- Transfers may be viewed as temporary or permanent (through a school’s highest grade). The School System reserves the right to rescind School Choice Transfers based on the school that students transferred away from being removed from the NI List or losing the “Persistently Dangerous School” label.

➤ 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.

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.

Application/Deadlines

Student reassignment and transfer applications will be available at all schools.

Parents/guardians must submit completed forms for a reassignment or transfer for the following school year to the principal of the assigned school after completion of the School System’s Maximum Class Size Projection, but before the last day of school 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 Assistant Superintendent of Schools immediately upon receipt and no later than the last day of June.

Application Review and Parent/School Notification

The Assistant Superintendent of Schools will review all reassignment or transfer applications based upon the provisions of Policy, will render a decision on the parent’ 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 Principal of both the sending and receiving school.

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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), a new reassignment application must be submitted for approval.

Review of Standing Reassignments and Transfers

The Assistant Superintendent of Schools may review all previous reassignments and transfers as part of the School System's Annual Process to determine the advisability of their continuation.

Where changes in this regard are deemed in the best interest of the School System, the Superintendent will include these recommendations within the annual review process.