

Section: J
Classification: Students
Rescinds Code:
Effective Date: 06/10/2005

Policy/Procedure: Procedure
Descriptor Term: Transfers and Withdrawals
Descriptor Code: JBCD

A student is usually assigned to the school serving the geographic attendance zone in which the student resides. However, exceptions for school assignment may be considered for homeless students; majority to minority transfers; special instructional needs such as magnet programs, ESOL programs, open campus programs and programs for exceptional students; students moving into an attendance zone or out of an attendance zone; employees' children; and other circumstances as approved by the Student Hardship Committee or other policies/procedures. Under the direction of the Superintendent, administrative procedures shall be developed to regulate these exceptions for student placement.

A. Majority to Minority (M-to-M) Transfer

The M-to-M program is now permanently closed to new enrollees, except for the siblings of M-to-M participants actively enrolled for the 2004-2005 school year.

1. Eligibility A minority student attending a school in which his/her race is in the majority may transfer to any school that is less than 50% minority. Any Caucasian student attending a school that is more than 50% Caucasian may transfer to any school that is less than 50% Caucasian. Eligibility is dependent upon having a sibling actively enrolled in the M-to-M program for the 2004-2005 school year.
2. Transportation The Board of Education furnishes free transportation for/to M-to-M students unless the student lives within one and one-half miles of the receiving school. Majority to minority students must apply for transportation services each year.
3. Application High school students currently and actively participating in the M-to-M program will be allowed to complete high school in the M-to-M program. Middle school students currently and actively participating in the M-to-M program will be allowed to complete middle and high school in the M-to-M program. Elementary school students currently and actively participating in the M-to-M program will be allowed to complete elementary and middle school in the M-to-M program, provided they complete grade 8 by the end of the 2011-2012 school year. Siblings of students currently and actively participating in the M-to-M program will be allowed to enter the M-to-M program, so long as their sibling remains an active participant in the M-to-M program. Siblings will not be allowed to remain in the M-to-M program beyond the end of the 2011-2012 school year under any circumstance. Students may transfer only at the beginning of the school year. The application must be submitted to the Instructional Support Division between January 1 and February 15.

4. School Selection Students and their parents have the right to choose any school that qualifies as a receiving school for their race, regardless of space availability at the receiving school. Parents may list up to three choices on the Application For Transfer form. In some instances, school selection may be limited based on the school's ability to provide appropriate services for a particular student.

5. Continuity of Enrollment Once a student has been placed in a school under the M-to-M transfer program, the student must continue to attend that school each year until the student completes the highest grade offered at the school in order to remain in the M-to-M program. Once a M-to-M student completes the highest grade at the receiving school, the student must submit a new Application For Transfer form even if the school he/she has been attending feeds into the school he/she wishes to attend.

6. Changes in Racial Make-up of Home School If the racial composition of the student's home school changes so that the school is no longer eligible for the M-to-M transfer program, the student may remain at the receiving school until the end of the school year or may return to the student's home school at the end of the first semester.

7. Changes in Racial Make-Up of Receiving School If the racial composition of the student's receiving school changes so that the school no longer qualifies as a receiving school for that student, the student may remain at the chosen school or return to the home school at the end of any semester. If a M-to-M student elects to remain at the receiving school after the school no longer qualifies as a receiving school for that student, then a sibling of that student will be allowed to attend the same school, even though a space is not available for the sibling under the M-to-M Transfer Program. Also, the sibling may ride the same bus as the M-to-M student if a seat is available on the bus. After the student who was originally admitted in the M-to-M program has withdrawn from the school or completed the highest grade at the school, the sibling may attend the school through the highest grade, provided the parent provides transportation.

8. Withdrawal from Program Upon the parent's written request, a student may withdraw from the M-to-M program and return to his/her home school at the end of any semester. The request should be submitted to the Instructional Support Division. Any transfer prior to the end of the semester requires approval by the Student Hardship Committee.

B. Students Moving Outside an Attendance Zone

Except for students in the highest grade in their school, students who move outside their school attendance zone may complete the semester in that school if they furnish transportation and maintain regular attendance. At the end of that semester, the student must attend the school in the area where he/she resides.

C. Special Provisions for Students in the Highest Grade in Their School

A student who moves to another Fulton County school attendance zone or to another school system at the start of or during the senior year may complete the year at the original school if the student furnishes transportation and maintains regular attendance.

A current or rising fifth or eighth grade student who moves to another Fulton County school attendance zone may complete the year at the original school if he/she furnishes transportation and maintains regular attendance. This exception does not apply to students moving outside the Fulton County School System.

D. Students Moving into an Attendance Zone

A student who will be moving into a school attendance zone may enroll in the school before the move as long as the move will occur by the end of the current school semester. The principal and the parent/guardian must complete the Application For Transfer form and a copy of the contract or lease agreement for the residence must be attached to the form. The original copy of the Application For Transfer form along with the contract or lease agreement should be sent to the Instructional Support Division. The parent/guardian must furnish transportation while residing outside the school attendance zone of the requested school.

For families just moving into the metropolitan area whose moving would span two semesters, the school must call the office of Student Placement administrator for special consideration. School staff should record the name of the administrator granting approval.

E. Student Hardship Transfer

Upon the written request of a parent, the Student Hardship Committee may permit a student to attend school outside his/her attendance zone if one of the following hardships is demonstrated. The following procedures will be in place for transfers effective in the 2006-07 school year and beyond.

An Application For Transfer form may be obtained from schools, Instructional Support Division located at the Administrative Center, and online at www.fultonschools.org. The application must be submitted annually to the Instructional Support Division between January 1 – February 15 for the following school year. Exceptions will be considered for out-of-system and extenuating circumstances.

A web transfer report form will be used to communicate the acceptance or denial of the hardship application to the sending and receiving principals.

Hardship transfers for special education students follow the same procedures as for non-special education students. The Student Hardship Committee determines the receiving school's space availability and ability to implement the student's Individual Educational Plan (IEP). This policy does not apply to placement decisions made by a student's IEP team.

The receiving school shall be the closest school to the student's home school with available classroom space that offers the needed programs and services, ideally within the same cluster.

An approved transfer may be revoked by the Student Placement Office in consultation with the appropriate school personnel if the student does not maintain system-established attendance, behavior and academic standards for hardship transfer students.

The parent will be notified in writing of the decision of the committee. Hardship transfers are granted for one school year only. The parent must submit an annual written request if the hardship situation continues for more than one school year. Applications must be received in the Instructional Support Division between January 1 – February 15. A waiver of the application deadline will be considered if the hardship situation arises after the February 15 deadline waiver. Examples of such circumstances are change in job or work schedule, change in daycare center or sitter or recent manifestation of medical/psychological problems.

If the basis for approval of a hardship request is ever discontinued during the school year (i.e., no longer staying at the child care center, completing or dropping the courses which constituted curriculum differences, etc.), the student should return to the home school at the end of the semester.

Students placed by the hardship committee are expected to attend school regularly and on time, avoid excessive checkouts, be picked up promptly after school, conduct themselves in a manner appropriate for school and do their school work. Any student who fails to maintain these standards may be transferred to the home school.

Transportation to the approved school is the responsibility of the parent.

1. Employee's Child Transfer

Children of full-time employees, regardless of where they live, may attend the Fulton County school where their parents work. To attend any other out-of-zone school, the employee must establish to the satisfaction of the Student Hardship Committee that such an assignment is necessary or convenient to the employee. In deciding whether a request is justifiable, the Hardship Committee will consider such factors as the appropriate school nearest the place of employment, the appropriate school nearest a child care center or sitter caring for the child before or after school hours (elementary only) and other reasonable factors. Current employees must submit an Application For

Transfer form between January 1 – February 15; however, a waiver of the deadline will be considered for new hires or when an employee's circumstances change during the year. For those who are continuing employment, their application request will be automatically renewed as long as space is available at the school.

2. Medical Reasons

The student's physician, psychiatrist or psychologist must provide a written recommendation and professional opinion including the specific medical reasons (physical and/or psychological) for the recommendation and must be willing to defend the recommendation in court. The Medical Hardship Application form along with the Background for Medical Hardship Request form must be completed by a physician (D.O. or M.D.), psychiatrist (M.D.) or clinical psychologist (Ph.D.) to substantiate the request.

3. Curriculum Differences

Consideration is given for a transfer to the nearest school which offers core courses or programs of study not available within the curriculum of the school to which a student is zoned.

In accordance with Georgia Department of Education Rule 160-4-2.47, core courses are English/language arts, mathematics, science, social studies and foreign language. Fulton County defines "a program of study" as a prescribed sequence of courses that leads to a career technology seal of endorsement, or to an International Baccalaureate diploma or magnet seal.

The sending school is responsible for verifying that the student has met the requirements for the requested program of study (a sequence of classes) or core course needed for graduation purposes. Requests initiate at the student's home school, where the principal must assure that the student has met the requirements for the requested core course or program of study, and that the requested core course or program of study is not available at the student's home school or via distance learning options such as online courses or video conferencing. The principal at the requested school must also assure that the requested core course or program of study is available in his/her school and that there is space available.

A student requesting a transfer for a non-core course may be considered if the following conditions are met:

1. Classroom space is available;
2. The student has successfully completed related courses;
3. The course is related to a proposed college major;
4. Both principals agree to the transfer.

4. Child Care

If each of the parents in the home work, and their work makes it necessary for their elementary or middle school student to stay with a private sitter or in a day care center in another attendance zone, consideration will be given to a transfer to the school in the zone in which the child care center or sitter is located.

The receiving school is determined by the location of the child care provider, and space available at the requested school as determined by the appropriate school personnel.

5. Transfer to Available Permanent Classroom

A student assigned to a nonpermanent instructional classroom in the neighborhood school may request to transfer to another school where permanent classroom space is available for that student as well as for all other students assigned to the requested school. Transportation to an approved school is the responsibility of the parent. Also, if at any time during the school year a student is assigned to a nonpermanent classroom, the parent may apply, at that time, for a transfer to available permanent classroom space.

6. Out-of-System Transfer to a Fulton County School Based Upon Excessive Travel Time or Distance

A student residing outside the school system may be considered for a transfer to a Fulton County school if all of the following conditions are met: (1) the requested Fulton County school is closer to the student's residence than the assigned school in the school system of residence; (2) either the actual transportation time one way (on a school bus) to the assigned school is at least forty-five minutes longer than to the requested Fulton County school or the actual transportation distance one way (via the school bus route) to the assigned school is at least 15 miles farther than the distance to the requested Fulton County school; (3) the requested school has available permanent classroom space for the qualifying student as well as for all other students assigned to the requested school. In order for a student to be considered for such a transfer, a parent must make an annual written request to the Fulton County School System on the form entitled "Out-of-System Transfer to a Fulton County School Based upon Excessive Travel Time or Distance," which may be obtained from the Instructional Support Division. The parent must also seek and obtain approval of the transfer from the school system of residence. Applications must be received by the Fulton County School System within seven days of the annual publication of attendance zones in the system of residence. Transportation to the approved school is the responsibility of the parent. If the request to transfer under this provision is denied, the parent may appeal the decision to the State Board of Education.

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Cross References: AD – School Attendance Zones
JGGA – Walkers and Riders

Legal Reference:

Reference:

Adopted Date: 07/01/1986

Revision Date: 09/11/1986
03/13/1997
11/09/2000
08/09/2001
10/11/2001

Scope Notes:

Status: Current