

2014-15 OUT-OF-ZONE TRANSFER REQUESTS

While the Muscogee County School District maintains attendance zones for school assignments and encourages students to attend their schools of assignment, opportunities do exist for a parent or legal guardian to request a transfer to another school under certain conditions.

Eligibility for Athletic/Extracurricular Activities (Board Policy JBCD)

High school students and parents should be aware that any school transfer will affect the student's eligibility to participate in athletic and extracurricular activities governed by the Georgia High School Association (GHSA). Any eligibility questions should be directed to the MCSD Athletic Director at 706-748-2595.

Attendance and Behavior Expectations (Board Policy JBCD)

Students approved for school transfer are expected to have regular and punctual attendance and to abide by all disciplinary rules at the school where they attend. Parents and students should be aware that transfer status may be revoked and the student will be required to return to their zoned school.

Students with Special Education Needs or Receiving English to Speakers of Other Languages (ESOL) Services

Transfer requests by students with special education needs or by those receiving ESOL services will not be approved for a requested school that does not provide those needed services.

Magnet Students

The deadline for magnet program applications for current MCSD students is closed for the 2014-2015 school year. However, applications are available to students who are NEW to Muscogee County. Any student who has already been accepted into a magnet program for the 2014-15 school year will be assigned to that magnet school and should **NOT** complete a transfer request. Students who have dropped out of the magnet program will be reassigned immediately to his or her home school.

Hardships Transfer Requests

<i>HARDSHIP APPLICATION WINDOW</i>	<i>FORMS AVAILABLE</i>
May 5 th – May 16 th (by 5:00 p.m.)	At all MCSD schools May 5 th – May 16 th

The window to apply for hardship transfer requests for the 2014-2015 school year is May 5 to May 16, 2014.

No hardship transfers will be considered after May 16, 2014. Hardship transfer application forms may be obtained at any school. All hardship transfer requests must state a compelling reason, list the student's assigned school for the 2014-2015 school year, and list the requested school choice for the 2014-2015 school year. The applicant must return the completed request to the Director of Student Services at the Muscogee County Public Education Center by May 16, 2014, 5:00 p.m. Transportation is **NOT** provided by the school district for hardship transfer students.

In accordance with Board policy (JBCD), if a sibling is attending a school through the transfer process, this does not guarantee other siblings the right to attend the same school in subsequent years.

If it is determined that a hardship is no longer valid, the hardship may be revoked and the student will be returned to their zone school at the discretion of the Superintendent's Office.

New to the district?

Parents of students new to the school district after May 16, 2014 may request hardship transfer forms at the time of enrollment and submit to the Director of Student Services at the Muscogee County Public Education Center.

Hardship requests may not be submitted for the following schools:

- Britt David Elementary Magnet Academy
- Clubview Elementary School
- Columbus High School
- Wynnton Arts Academy

Hardship transfer requests are considered based on space available at the requested school and the validity of the stated reason for the transfer. Hardship approvals and disapprovals will be sent by mail to the parent or legal guardian by the end of June.

Hardship requests will be automatically denied for the following reasons:

1. Adequate documentation for proof of your hardship is not submitted with the application.
2. The grade level at the chosen school is at maximum capacity for transfers.
3. We are unable to accommodate a request to enroll all siblings.
4. The request is based on:
 - a. You are unhappy with or dislike your student's current assigned school.
 - b. The requested school would be more convenient due to its location.
 - c. School performance or state assessment scores.
 - d. Your student would like to play sports or extracurricular activities for the requested school.

***NO APPEALS** for hardship decisions will be granted due to budget reductions and increased class sizes.

GEORGIA PUBLIC SCHOOL CHOICE OPTION (House Bill 251)

HOUSE BILL 251 APPLICATION WINDOW	FORMS AVAILABLE
June 30 th – July 11 th (by 5:00 p.m.)	At all MCSD schools June 30 th – July 11 th

House Bill 251 allows parents to choose a school for their student in the district, other than the school of assignment, from a list of schools with available space. No transportation is available and appeals are not allowed. Students are selected using a lottery. A list of the identified schools, with space available, will be posted on the Muscogee County website by June 30, 2014. This law does not apply to charter schools or newly opened schools for a period of four years from the date a school opens. These schools include:

- Aaron Cohn Middle School
- Britt David Elementary Magnet Academy
- Clubview Elementary School
- Columbus High School
- Dorothy Height Elementary School
- Wynnton Arts Academy

Parents who are interested in applying must complete and submit a **House Bill 251 Request Form**. The request forms will be available at any school in the Muscogee County School District. Completed forms are accepted from June 30, 2014 to July 11, 2014, by 5:00 p.m. at the Muscogee County Public Education Center, Student Services.

DETERMINE YOUR STUDENT'S SCHOOL ASSIGNMENT

To determine the school assignment, parents can access the School Locator next to the school bus icon on the front page of the MCSD website by going to www.muscogee.k12.ga.us. Click on School Locator (MapNetWeb) and type in the street address to see the school assignment (elementary, middle & high). All assignments are determined by the parent/guardian's legal home address. For more information, contact Student Services at 706-748-2221.