

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.)

SCHOOL STATUS		
CLOSED	LIMITED	OPEN
	Leroy Massey Elementary	
	Menlo Elementary	
	Lyerly Elementary	
	Chattooga High School	
	Summerville Middle School	

➤ **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 facility’s 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.

**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 “Open” status because these schools are below the facility’s 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 FY 2019-2020**

The Every Student Succeeds Act (ESSA) requires that schools inform parents/guardians of the right to request student reassignments and transfers within district. The school system will annually inform all parents/guardians of the status of in system transfers based on availability of space.

Additionally, as part of the compliance with the ESSA 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.

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

- The school system will promulgate the list of available schools for transfer.
- The school system reserves the right to rescind School Choice Transfers.

➤ **IV. Administrative Components for 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's request and notify parent/guardian, and the sending/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.

### **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.