

Employee Student Permissive Transfers 2016-2017

Any permanent Douglas County School System employee may apply for a student transfer for their child for the 2016-2017 school year. *A permanent employee is defined as any employee who is not classified as a substitute or temporary.*

Georgia law allows a school system employee to transfer their child to the school in which they teach; however, the Douglas County School System goes further in allowing employees to apply for a transfer to any school in the Douglas County School System. While we open transfers to any school in our county, classroom space and teacher allocations are considered when approving transfers. Please keep in mind that transfers may be denied based on these factors.

Please note the following:

- Permanent employees may not apply for a student transfer for grandchildren, nieces, nephews, etc. unless they are the legal guardian.

- New hires (employees hired after November 18, 2016) will have an opportunity to apply for a transfer prior to the beginning of the 2017-2018 school year.

- Employees may apply for an employee transfer for their child one time per school year. Any changes in the child's school assignment, after the initial transfer approval, are subject to Board Policy JBCCA, and the parent/legal guardian must meet the definition of a hardship. **Exception:** If the parent/legal guardian's school assignment changes for the following year, the parent may request a new transfer if the newly requested school is closer to the parent's workplace.

- If the employee resigns, retires or is terminated during the 2016-2017 school year, the transfer is no longer valid for the school year.

- Transportation is the responsibility of the parent/legal guardian.

- Students are expected to follow all school policies and regulations. Acceptable behavior, attendance, grades and a cooperative/productive relationship between home and school must be maintained in order for transfers to remain valid.

- Students who are granted a transfer and fail to enroll in a timely manner (30 days), or who accept a transfer and withdraw from the school will have their approval revoked.

- All transfers are approved for a period of one year. Employees must reapply each year for the upcoming year.

DOUGLAS COUNTY SCHOOL SYSTEM

ATTENTION: Assistant Superintendent, Student Services
P. O. BOX 1077
DOUGLASVILLE, GA 30133
770-651-2084
770-920-4158 (FAX)
angela.thomas@douglas.k12.ga.us

Date Received in C.O

() Approved () Denied

2016-2017 ASSIGNED SCHOOL: _____

Assistant Superintendent, Student Services

EMPLOYEE STUDENT TRANSFER

2016-2017 DOUGLAS COUNTY EMPLOYEE STUDENT TRANSFER FORM

NOTE: Fully complete a form for each child.

Student's Name _____ Birth Date ____ / ____ / ____ Grade in August 2016 _____

Parent/Guardian (employee) _____

Residence Address: Street _____ Apt. / Lot No. _____
City _____ State _____ County _____ Zip Code _____

Mailing Address (if different) _____

City _____ State _____ ZIP Code _____ Home Phone ____ / ____ / ____
(Work) ____ / ____ / ____ (Cell) ____ / ____ / ____ E-mail _____

Are you a permanent employee of the Douglas County School System? () Y () N

School/Department _____ Position _____

Does your child receive special education services? () Y () N If yes, which program? _____

Has your child ever had a student transfer revoked or non-renewed for any reason? () Y () N

Current School _____

Zoned School _____

Requested School _____

I understand my child may only receive the requested school choice if space is available at the time this request is approved.

Transportation is the responsibility of the parent.

I understand if I resign, retire or am terminated, my child is no longer eligible for the transfer. In the event this happens, I may request a permissive transfer to remain at the current school, the request may be granted if space is available.

School Transfer Policy JBCB, JBCCA and Regulation JBCCA-R (2)

Employee Signature

Date

Please Read:

- 1. High school students, other than incoming freshmen, will be ineligible for varsity competition for one calendar year from the date of the transfer but can participate in 9th grade and junior varsity athletics as long as they meet the academic and age requirements as established by the Georgia High School Association (GHSA).
2. Transfer approval does not necessarily guarantee participation in school programs that are offered at that particular school, i.e. after-school programs, extra-curricular activities, etc.
3. Transportation to and from school is the responsibility of the parent when a child lives outside the attendance area.
4. The student is expected to follow all school policies and regulations.
5. This request is valid for the 2016-17 school year only and must be resubmitted for approval each year.

Reason for Transfer Request:

If you have any other children attending a Douglas County School, please provide the following information.

A separate transfer request form must be completed for each child enrolled in Douglas County.

Student's Name	School Where Student Presently Attends Or Last Attended	Grade 2016- 17 School Year

Under penalty of perjury, I swear or affirm the foregoing is true and correct and understand it is a crime for any person to knowingly make any false statement or falsify or permit to be falsified any records in an attempt to defraud the public or the school system.