To Whom It May Concern:

__________________________ is applying to enroll in Hall County Schools as an out-of-district student. In order to complete the application, please submit the following to the parent/guardian to include in the application:

Sealed official transcript that includes (for all years):

- All completed courses and final grades
- Current schedule and most recent progress report
- Any educational records (Gifted, IEP, 504, etc.) to determine available space to meet a child’s learning needs
- Behavior Records (If the student has no history of discipline, then please submit a letter from the school stating that the student is in good standing.)
- Attendance Records
- Standardized test scores

Note: If a student is entering kindergarten, please include a letter of recommendation from a current preschool teacher and any other preschool records.

Thank you,

Laurie Ecke and Joy Morris

Hall County Schools