

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:**

**Laurie Ecke / Joy Morris**

**Hall County Schools**

**711 Green Street**

**Gainesville, GA 30501**

**A sealed envelope** 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. You may also scan and email documents directly to joy.morris@hallco.org and laurie.ecke@hallco.org.

Thank you,

Parent Signature: