

**HB 251-FORM B (2021-2022)**  
**Hall County School System**

**Please return this form to Mr. Kevin Bales; 711 Green Street; Gainesville, GA 30501**

**Please check one:**

We have moved and the new residency address is in another Hall County School's attendance zone, and I am requesting for my child to remain at his/her current school.

We have just moved into the Hall County School District, and I am requesting for my child to be enrolled in a school outside of our new school attendance zone. ***\*Please attach copies of transcript and all educational records to determine available space to meet your child's learning needs.***

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**Parent Transfer Request Form (Parents must complete)**

Date \_\_\_\_\_ Student's Name \_\_\_\_\_

Grade level for fall, 2021 \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

Hall County Student ID: \_\_\_\_\_

Name of Custodial Parent or Guardian requesting transfer \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

To which Hall County School is the student zoned to attend in 2021-22? \_\_\_\_\_  
Name of School

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**Parent Request for School Transfer**

I \_\_\_\_\_ am requesting a transfer for \_\_\_\_\_  
Name of Parent/Guardian Student's Legal Name

to attend one of the following schools in the district ***if space is available.***

**Parent/Guardian Ranked List of Schools for Transfer (where more than one school is available).**

1<sup>st</sup> choice) \_\_\_\_\_ 2<sup>nd</sup> choice) \_\_\_\_\_

**Special Services (for which your child has already been found eligible):** \_\_\_\_\_ IEP or 504 \_\_\_\_\_ ESOL  
\_\_\_\_\_ Gifted Eligibility \_\_\_\_\_ Other \_\_\_\_\_

**General Information**

- **Two current and valid Proofs of Residency (see hallco.org for POR information) are required and should be attached to this form for school verification.**
- **Hall County Schools does not provide bus transportation to and from school for transfer students; parents are responsible for transfer student's transportation to and from school.**
- A student must register in the school zone where he/she lives.
- Approval for one child to enroll out-of-zone is not applicable to other children in the same family.
- In order for transfer enrollment to continue, parents are expected to maintain a collegial relationship with school staff and to support school policies and procedures.
- This HB 251 transfer acceptance will continue until the child completes the highest grade level (5th, 8th, or 12th) at the school; however, transfer students who complete the highest grade level at a school do not automatically receive enrollment to the next cluster school. When students are transitioning to new schools, they must complete a new application and be approved based on available space.
- Normally, students will remain at their accepted school until it is time to transition to middle or high school. However, if the school no longer has available space for required special services for a student, then the student may have to transfer to a school that has available space and staffing to provide these services.
- With approval of Superintendent or his/her designee, principal may request that out-of-zone attendance be terminated based on one or more of the following reasons:
  - Discipline issues
  - Excessive absences, tardies, or late pick-up of student
  - False information is given on the application form or other records
  - Other just cause
- **GHSA:** As governed by the Georgia High School Association (GHSA) By-Laws, a student who has **not yet** established eligibility at a member high school will be eligible to play in varsity competition for the first year of enrollment. If a student transfers to a Hall County School after having established eligibility in 9<sup>th</sup> grade (or after) by enrolling in another GHSA member school, then he/she will not be eligible to play in varsity competition for a full year. Unless there is a bona fide move, if after having established eligibility, a student then transfers to a different school, then he/she will not be eligible to play in varsity competition for a full year from the date of transfer. *Please see the GHSA guidelines for further information.*

**Parent/Guardian:** Please sign below and submit this transfer request form to the address listed above.

**False Swearing Notice (O.C.G.A. § 16-10-71)**

A person to whom a lawful oath or affirmation has been administered or who executes a document knowing that it purports to be an acknowledgment of a lawful oath or affirmation commits the offense of false swearing when, in any matter or thing other than a judicial proceeding, he knowingly and willfully makes a false statement. A person convicted of the offense of false swearing shall be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

**I have read, understood, and will support the information above. I swear/affirm under penalty of law, that the information given on this form is correct, that the above address is the primary residence where my child and I live, and that I will notify the school of any change in residency status within 5 days of the change.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*For

**Receiving School/System Use Only**

**Two proofs of residence verified on:** \_\_\_\_\_ **by:** \_\_\_\_\_  
(Date verified) (Signature of Person Verifying)

Date Application Received: \_\_\_\_\_

Approved

Denied

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date