

**Hall County School System**  
**House Bill 251 (2022-2023)**  
**Public School Choice Framework**  
**HB 251 Transfer Request Form for K-12 Enrollment**

**Parents: Please complete this form and mail it to:**  
**Mr. Kevin Bales; 711 Green Street; Gainesville, GA 30501**

- **Deadline for HB 251 Applications: March 31, 2022**
- **Parents will be notified of enrollment decision by April 22, 2022**
- Because of a later kindergarten registration this year, kindergarten acceptances may be delayed until May.

Under a 2009 state law (O.C.G.A. § 20-2-2131), parents may request a transfer to another public school within their local school district, as long as there is classroom space available after all assigned students have been enrolled. If you wish to request a transfer, please complete the information below.

---

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

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

Grade level for Fall, 2022 \_\_\_\_\_ 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 2022-2023? \_\_\_\_\_

[Link to Map of School Attendance Zones](#)

Name of School \_\_\_\_\_

---

**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.***

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

Check this box if student is in foster care as there is additional paperwork to complete.

**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 new student must register in the school attendance 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.
- *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, or if additional staff is required to meet an out-of-district student’s needs, 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; or 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.**

***If student is not currently enrolled in HCSD, please attach transcript and educational records to determine available space to meet your child’s learning needs.***

\_\_\_\_\_

Parent/Guardian Signature Date

**For Receiving School/System Use Only**

Two proofs of residence verified on: \_\_\_\_\_ by: \_\_\_\_\_

*(Date verified)* *(Signature of School Counselor)*

\*\*\*\*\*

Approved

Denied

\_\_\_\_\_

Superintendent/Designee Signature Date

## REQUIRED DOCUMENTS

Please attach two (2) Proofs of Residency

Two proofs of residency documents from Option 1 or Option 2 below:

**Option 1:** If you currently own or rent your residence, please provide the following two documents that reflect your current address (primary residence):

I. A current utility bill (within 30 days). This can include gas, electric, water, or cable/satellite;

AND

II. A deed; property tax statement; mortgage statement; non-contingent sales contract; or current lease/rental agreement signed by both the owner and lessee of the residence

**Option 2:** If you are unable to provide proof of residency in your name, please provide the following two documents:

I. Hall County School District Residency Affidavit in [English](#) or [Spanish](#),

AND

II. One of the following:

a. A current utility bill (within 30 days) reflecting your current address in your name: This can include gas, electric, water, or cable/satellite; OR

b. Your current income tax return; paycheck stub; homeowner's or renter's insurance policy; Medicaid card; or other official correspondence from a government agency; OR

c. A current utility bill (within 30 days) in the *property owner's* name. This can include gas, electric, water, or cable/satellite; OR

d. A current mortgage statement, deed, or property tax statement in the *property owner's* name; or a lease/rental agreement signed by the owner and the lessee of the residence