**LIBERTY COUNTY**

**APPLICATION FOR OPEN ENROLLMENT/SCHOOL CHOICE**

**2016-2017**

Please complete this form and return it to your child’s school by **May 13,2016**, if you wish to have your child/children attend a school out of your zone for the 2016-2017 school year. Open Enrollment/School Choice is for students that reside in Liberty County only. Students that live outside of Liberty County MUST complete the Out-of District paperwork.

**Hosford zone Intersection of Dempsey Baron Road and Highway 20 East to county line.**

**W.R. Tolar zone All other areas in the county**

I would like my child/children to attend

 \_\_\_\_\_ Hosford School (PK-8) \_\_\_\_\_ W.R. Tolar School (K-8)

**I understand that this is not the school of attendance based on our zone and that parents will be responsible for transporting their children to the school of choice, if regular transportation is not available.**

Child’s Name Grade

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(Signature of Parent) (Signature of current school Principal)

**School District Routing Procedure:**

1. **Parent returns SC1 form to currently enrolled school.**
2. **Principal must sign SC1 form.**
3. **School designee forwards SC1 form to the Director of Instruction Office, the earliest work day following the May 13th deadline.**
4. **Director of Instruction will compile OESC list for each school to review and provide input.**
5. **The OESC list will be approved by the Superintendent of Schools, verified by signature.**
6. **OESC list will be submitted to the School Board for approval.**

SC1 Form

CONTROLLED OPEN ENROLLMENT PLAN

LIBERTY COUNTY SCHOOL DISTRICT

Liberty County School District shall continue to offer controlled open enrollment in all district schools. If parents wish for their child to attend a school out of their transportation district, then they can apply for the school of choice between April 4 and May13 for the upcoming school year. Assignments will be made up to the educational capacity of the school, not to exceed the class size capacity for each grade span. The following guidelines will be used to assign students to the requested school of choice.

1. Time and date of receipt of Form SC1 (Application for School of Choice)
2. Sibling Preference
3. Availability of specialized services

Student transfer procedures will permit equitable, but limited and necessary movement of students from school to school. Once a student enrolls in or is assigned to a school, they must request School Board permission to transfer to another district school during the school year. Application for **transfer mid-year must be made by submitting Form SC2** to the principal of the currently enrolled school no later than **December 1** of the school year. Request to transfer back to the zoned school will be made based on the educational capacity of the school as outlined above. All requests for mid-year transfers will be submitted to the School Board for approval at the regularly scheduled December meeting. All transfers will be made at the change of semesters.

Liberty County School District will continue to design bus routes that will accommodate controlled open school enrollment within the confines of safety and economic feasibility. Parents will be **responsible for transporting their children to the school of choice** if regular transportation is not available.

The district shall make information available to parents to assist them in making informed choices about where to send their children to school. This information will provide statistical data as well as general information about each of the schools in the district. Additional information can be provided on an individual basis on request.

**LIBERTY COUNTY**

**APPLICATION FOR MID-YEAR TRANSFER**

**2016-2017**

Please complete this form and return it to the principal of the school you currently attend by **December 1st**, if you wish to have your child/children transfer back to the assigned school zone for the remainder of the 2016-2017 school year.

**Hosford zone Intersection of Dempsey Baron Road and Highway 20 East to county line.**

**W.R. Tolar zone All other areas in the county**

I would like my child/children to return to the zoned school

 \_\_\_\_\_ Hosford School (PK-8) \_\_\_\_\_ W.R. Tolar School (K-8)

Child’s Name Grade

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(Signature of Parent) (Signature of current school Principal)

**School District Routing Procedure:**

1. **Parent returns SC2 form to currently enrolled school.**
2. **Principal must sign SC2 form.**
3. **School designee forwards SC2 form to the Director of Instruction Office, the earliest work day following the December 1 deadline.**
4. **Director of Instruction office will compile Mid-Year transfer list for each school.**
5. **Superintendent/Director of Instruction will conference with school principal regarding transfer.**
6. **The Mid-Year transfer list will be approved by the Superintendent of Schools, verified by signature.**
7. **Mid-Year Transfer list will be submitted to the School Board for approval, and transfer effective first day of second semester.**

SC2 Form