Coffee County Board of Education

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School District Parent Annual Choice Notification Letter

May 27, 2015

RE: Public School Choice for 2015-2016

Dear Parents:

As the parent or guardian of a student currently enrolled in our school district, we are writing to notify you that under state law you may request to transfer your child to another public school in the Coffee County School System for the upcoming 2015-2016 school year.

Parent Responsibilities

As a parent or guardian, you can request to have your child transferred to another public school within your school district of residence as long as the school district has determined that there is available classroom space at the school after all assigned students have been enrolled. Please keep in mind that if you choose to transfer your child to another school in the district, **the law requires you to assume all costs and responsibilities related to the transportation of your child to and from the school as long as your child remains at that school**.

For your convenience, the district's list of schools with available classroom space for the upcoming school year is listed below.

Ambrose Elementary – Kindergarten, 1st, 3rd, 5th
Broxton Mary-Hayes Elementary – all grades
Eastside Elementary – Kindergarten
Indian Creek Elementary – all grades
Nicholls Elementary – all grades
Satilla Elementary – all grades
West Green Elementary – all grades
Westside Elementary – all grades

In order to process your request, you will need to complete and submit a Transfer Request Form which is available at your child's school, central office or printed from the system website located at http://coffee.k12.ga.us. Requests for transfers will not be accepted after the close of business on June 12, 2015.

In the event a particular school has transfer requests exceeding the available capacity, approval of transfer will be on the basis of a lottery. Once available classroom space is reached at a school, no more transfers will be accepted at that school. Since it is possible that you may not receive your first choice, you may indicate more than one choice on the Transfer Request Form.

If you have questions regarding this, please contact Dr. June Munford, Assistant Superintendent at 912-389-6519 or email june.munford@coffee.k12.ga.us.

Sincerely,

Morris C. Leis

Dr. Morris C. Leis
Superintendent

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