

*** - REQUIRED**

* Check (✓) One:

INTRA-DISTRICT TRANSFER REQUEST FORM

2018-2019 School Year

K – Grade 5

* NEW

→ THIS FORM MUST BE COMPLETED EVERY YEAR ←

* RENEWAL

*******INCOMPLETE FORMS WILL NOT BE PROCESSED*******

PARENT/GUARDIAN NAME: *

MAILING ADDRESS: *

City, State, Zip: *

HOME Address: *

City, State, Zip: *

Phone Number: (H) * ; (W) * ; (C) *

STUDENT FIRST AND LAST NAME: *

ONLY ONE STUDENT PER FORM – PRINT LEGIBLY

Grade Student Will Be In For 2018-2019 School Year (circle one): * K 1 2 3 4 5

SPECIAL EDUCATION (circle one): * YES NO

Student's Sex (circle one): * M F Student's Race: * Student's Date of Birth: *

What is the School in the Attendance Zone Where You Currently Live? *

Request Transfer To: * **First Choice** * **Second Choice**

There is NO guarantee that transfers approved last school year will be automatically approved for the upcoming school year

***REASON FOR TRANSFER (Check (✓) One)**

Below are the ONLY acceptable reasons for transfer per Board Policy JC/JCA/JECB (see reverse side)

If none of the reasons below apply to your situation, you MAY attach a letter to this form explaining why you are requesting the transfer.

___ **FULL-TIME** employee of Georgetown County Schools (**BUS TRANSPORTATION NOT PROVIDED**)
(Long-Term Substitutes / Substitute teachers / Substitute Bus Drivers are NOT Full-Time employees)

School/Department * Job Title: *

If you are a Full-Time employee of GCSD, you may request an Intra-District Transfer for your child(ren) ONLY to a school in the attendance zone in which you are employed!

___ Majority to Minority (check this if your child's race is the majority at his/her school in your attendance zone and his/her race is the Minority at the school you wish to transfer.)

___ Bona-fide Child Care (**BUS TRANSPORTATION NOT PROVIDED**)
Give detailed explanation including Day Care provider name; address and phone number (use additional paper if needed):

* _____

* _____

Day Care Provider Name; Address & Phone Number: *

FORM MUST BE SIGNED BY PARENT / GUARDIAN (Unsigned forms not accepted)
DEADLINE TO REQUEST INTRA-DISTRICT TRANSFER IS MAY 31, 2018

Parent/Guardian Signature: * Date: *

→ Transfer Approval/Denial Letters will be Mailed to Parent/Guardian in MID-JULY ←

→ Do NOT send request to Dr. Wingate. Request must be sent to the principal of the school you are requesting to transfer! ←

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Diane O. Wingate, Executive Director for Accountability & Assessment	Date: _____
---	---	-------------

Receiving Principal Statement

I verify that space **IS / IS NOT** available in the _____ grade for students who do not reside in the attendance area for my school.
(circle one)

Principal's Signature

School

Date

Receiving Principal Recommendation of Intra-District Transfer RENEWAL

(check (✓) one)

_____ **Transfer Recommended**

_____ **Transfer NOT Recommended***

*Reason(s) if transfer **RENEWAL** is not recommended: _____

Principal's Signature

School

Date

POLICY JC/JCA/JECB – SCHOOL ATTENDANCE ZONES/TRANSFERS AND WITHDRAWALS

In May of 1970, the School District of Georgetown County was placed under court order by a federal judge. A part of this court order divided the County of Georgetown into elementary and secondary attendance zones for all students of the county. In 1997, the Board entered into a Consent Decree with the United States Department of Justice which outlined further steps to be taken to ensure the goal of orderly desegregation of the district. The attendance zones are **inflexible** and **must be enforced** for attendance purposes. All administrators are charged with the responsibility of reporting any zone violations which they have observed.

Intra-District Transfers

The Superintendent or designee shall have the discretion to grant intra-district transfers to students on the basis of exceptional and compelling personal hardship unique to the student or the student's family, which do not unlawfully contribute to re-separation of the races. If health or safety emergencies mandate additional transfers, the District will seek the United States' written consent for approval of the transfers.

Permission for a resident student to transfer to a school other than that within the attendance area of residence may be granted upon receipt of a written request from the parent or guardian of a student under the following conditions:

Majority to Minority

Any student enrolled in a school where the percentage of his/her racial/ethnic group exceeds the district-wide percentage may transfer to any other school in the district where that racial/ethnic group is in the minority. For transfer purposes, the district-wide ratio is 58% Black and 42% other (being students not of Hispanic or Black origins).

Each student transferring to another school in the district under the terms of the ethnic transfer rule will be permitted to ride the school bus of the attendance area requested **IF** space is available and the parents or legal guardian of the student(s) provide or arrange transport for the student(s) to a bus stop in the attendance area requested.

The District shall aggressively publicize the majority/minority transfer option and will facilitate the effort of students who choose this option. The District will maintain records of all desegregative transfer requests including the race of the students and the reason for any denial of a transfer.

Child Care (Hardship)

An **elementary/middle** school student whose working parent or guardian shows an extreme hardship in providing child care before and/or after school may be eligible for a transfer.

The District shall carefully monitor transfers made under the childcare hardship exception to ensure that such transfers do not adversely affect desegregation with the District. The District shall maintain records of all such transfers, including sending school, receiving school, the race of the transferring student and documentation establishing the need for the transfer. The District shall include summary information on such transfers in its annual compliance reporting to the U.S. Department of Justice. If, at any time, the childcare hardship exception has a substantial adverse effect on desegregation in the District, the exception may be revised or eliminated.

Full-Time Employee of Georgetown County Schools (Employee Transfer)

Children of parents or full-time guardians employed by the school district in an attendance zone other than the one in which they reside may enroll in the appropriate school of the zone in which the parent / guardian is employed.

Policy JC/JCA/JECB – School Attendance Zones/Transfers and Withdrawals is available on the school district's website. You may also obtain a copy of the policy from any department with the district office or at any school within the school district.