

## ***School Operations – Out of Zone Request Procedures***

Houston County Schools are zone-based and Board policy requires that students attend school in the zone in which they reside. School choice is not an available option except in the following circumstances:

### **HB224- Georgia House Bill 224**

The 2017 Georgia General Assembly approved House Bill 224 (HB 224) for active duty military members who live in base housing. HB 224 allows military families the option to request a school transfer for their child, based on space availability, if the family resides on base or in off base housing. Houston County bases availability on 80 percent capacity in classrooms. The preliminary list of schools is posted by July 1<sup>st</sup> of each year. The list of schools with classroom space availability will be finalized based on the tenth day of school enrollment. Military members, who live on base or off base housing, must complete an "Application to Request HB224 Public School Transfer" from the website or pick-up a form from any school. Applications will be accepted July 1 until the fourteenth day of school. After the fourteenth day of school, applications must be received within ten school days of a military service member, who moves on base or off base in military housing, enrolling or providing change of address documentation to Central Registration. Requests will be approved based on the order in which they were received. Parents will be notified of the approval or denial of their request the following week after the deadline or after submitting the form during the school year. Once a request is approved, the parent assumes all costs and responsibilities related to the transportation of their child to and from the school. Students may progress through all grade levels at the school once the initial approval is granted.

### **HB251- Georgia House Bill 251**

The 2009 Georgia General Assembly approved House Bill 251 (HB 251), which allows parents the option to request a school transfer based on space availability. Houston County bases availability on 80 percent capacity in classrooms. The preliminary list of schools is posted by July 1<sup>st</sup> of each year. The list of schools with classroom space availability will be finalized based on the tenth day of school enrollment. Parents must complete an "Application to Request HB251 Public School Transfer" from the website or pick-up a form from any school. Applications will be available July 1 until the fourteenth day of school. Requests will be approved based on the order in which they were received. Parents will be notified of the approval or denial of their request the following week after the deadline. All students are to begin the school year at their home zoned school. Once a request is approved, the parent assumes all costs and responsibilities related to the transportation of their child to and from the school. Students may progress through all grade levels at the school once the initial approval is granted.

**SENIOR PRIVILEGE (12<sup>th</sup>, 8<sup>th</sup>, and 5<sup>th</sup> grades)**

A student who has successfully completed the junior year (has met all requirements for promotion to grade 12 at the end of the regular school term) will be allowed to complete the senior year at the same school if the parents move out of that school zone after the end of the student's junior year but maintain residence in Houston County. Additionally, students who have completed the 4<sup>th</sup> or 7<sup>th</sup> grades, or started their 5<sup>th</sup> or 8<sup>th</sup> grade, will be allowed to complete the 5<sup>th</sup> or 8<sup>th</sup> grades at the same school if the parents move out of the zone after the end of the 4<sup>th</sup> or 7<sup>th</sup> grade year but maintain residence in Houston County.

**REST OF YEAR – After 45 Calendar Days**

Students who move within the county from one school zone to another after 45 calendar days may delay entry into the school of the new residence zone until the beginning of the next school year, with parents providing transportation.

**CHANGES IN RESIDENCE – First 90 Days of School Year**

Students who are moving to a new home in Houston County at the beginning of the school year and will be residing in that home 90 days from the first day of school may begin the year in the out-of-zone school. The family must present evidence of a formal transaction of new housing arrangements to be completed within 90 days, and their temporary housing must also be in Houston County.

**SIBLING OF SPECIAL EDUCATION STUDENT**

If a student is placed at a specific school for educational services, the siblings of that student may attend the school as well. However, siblings may not ride buses designated for special education students.

**PLEASE NOTE THAT TRANSPORTATION IS NOT PROVIDED FOR STUDENTS WHO ATTEND SCHOOL OUT OF ZONE FOR ONE OF THE CIRCUMSTANCES LISTED ABOVE.**