



Post Office Box 1850 - Perry, Georgia 31069
478-988-6200
www.hcbe.net

HB224 School Transfer Option Based on Space Availability

The 2017 Georgia General Assembly approved House Bill 224 (HB224), giving a school-aged child of a military service member who lives on a military base or off-base in military housing the option to request any school within the school system *based on space availability*. School districts determine available classroom space after all assigned students have been enrolled.

In accordance with the law, the Houston County School System created a process for parents to exercise this school transfer option and a process to determine space availability. Additional information about HB224 will be posted online on July 1, 2018, to include a *preliminary* list of schools with available classroom space and an application to request a transfer. Openings are grade specific within schools.

Applications will be accepted July 1, 2018, through August 20, 2018. If a military service member moves to Houston County and lives on a military base or off-base in military housing, he/she must submit the application within ten school days of registering his/her child(ren) at Central Registration.

Applications will be approved based on the order in which they were received. Families that request a transfer will be notified of approval or denial by August 27, 2018. If the application is submitted after this date, families will be notified the following week after submitting the application.

The list of schools with classroom space available will be finalized based on enrollment on the tenth day of school, August 14, 2018. This allows time for a more accurate enrollment number at each school based on new students and school withdrawals.

All students are to begin the school year at their home zoned school. Approved transfers will be effective by September 4, 2018, following notification or within a week of submitting an application during the school year. Parents who transfer their children under HB224 are required by law to assume all costs and responsibilities related to the transportation of the student to and from school while the child remains at that school.

For more information, contact School Operations at 478-218-7513.



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HB 224 (2018-2019) - Implementation Procedures

1. Parents of Houston County School System students will be notified of HB224 by July 1st of each year and provided with a preliminary list of schools based on existing data.
2. Parents may get an “**Application to Request Public School Transfer**” from their zoned school or may download a copy from www.hcbe.net beginning on July 1st.
3. Applications for transfer must be mailed to the *Assistant Superintendent for School Operations*, HCBOE, P.O. Box 1850, Perry, GA, 31069.
4. Applications for transfer will be available online July 1, 2018. Applications will be accepted July 1, 2018, until August 20, 2018. After the August 20th deadline, applications will be accepted as a military service member moves on a military base or off-base in military housing.
5. After the August 20th deadline, applications must be received within ten school days of enrolling a child(ren) at Central Registration by a military service member who lives on a military base or in off-base, military housing.
6. Capacity will be determined by a school’s enrollment on the tenth day of the school year after all assigned students have been enrolled. Schools and/or grade levels may be removed or added after this date due to student enrollment.
7. In the event the number of transfer requests exceeds the available capacity in the particular school, requests will be approved based on the order in which they were received.
8. 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.
9. All students are to begin the school year at their home zoned school. Students with approved transfers will begin the new school no later than **September 4, 2018**, or within a week after submitting the form during the school year.
10. Once a request is approved, the parent assumes all costs and responsibilities related to the transportation of their child to and from the school so long as the child remains at that assigned school.

Dr. Richard Rogers, Assistant Superintendent
Office of School Operations
478-218-7512