



Post Office Box 1850 - Perry, Georgia 31069  
478-988-6200  
[www.hcbe.net](http://www.hcbe.net)

## **HB251 School Transfer Option Based on Space Availability**

The 2009 Georgia General Assembly approved House Bill 251 (HB251), giving parents/guardians the option to request that their children attend 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 HB251 will be posted 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. All high schools are expected to be at capacity.

Applications will be accepted July 1, 2018, through August 20, 2018.

Applications will be approved based on the order received. Families that request a transfer will be notified of approval or denial by August 27, 2018.

The list of schools with classroom space availability 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.

Parents who transfer their children under HB251 are required by law to assume all costs and responsibilities related to the transportation of the student to and from school as long as the child remains at that school.

For more information, contact the Houston County Board of Education School Operations Department at 478-218-7513.



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### **HB 251 (2018-2019) - Implementation Procedures**

1. Parents of Houston County School System students will be notified of HB251 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](http://www.hcbe.net) as of July 1<sup>st</sup>.
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 beginning July 1, 2018. Applications will be accepted July 1, 2018, until August 20, 2018. After the August 20<sup>th</sup> deadline, no applications will be accepted for the remainder of the school year.
5. All applications for transfer must be postmarked by the **August 20, 2018**, deadline.
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 by **August 27, 2018**.
9. All students are to begin the school year at their home zoned school. Transfers which are approved must take place by Tuesday, **September 4, 2018**.
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