

**ELBERT COUNTY SCHOOL DISTRICT**  
**INTRADISTRICT TRANSFER OPTION (HB 251): ANNUAL PARENT NOTIFICATION LETTER**

May 25, 2016

Re: Public School Choice for 2016-2017

Dear Parent/Guardian:

As the parent or guardian of a student currently enrolled in our school district, we are writing to notify you that the Intradistrict Transfer allows a parent/guardian the option to request a transfer from their child's assigned school to a school of the parent's choice within the school zone/district in which their child resides. However, due to the consolidation of all schools in the Elbert County School District, the Intradistrict Transfer Option is not available to the students of Elbert County. Should this option become available in the future, the following guidelines would be adhered to:

**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 will be attached. In order to process your request, you will need to complete and submit the "Transfer Request Form." Requests for transfers will not be accepted for a specific period of time.

Transfer requests will be reviewed and approved or denied on the basis of a lottery in the event a particular school has available space and the number of transfer requests exceeds the remaining available capacity. 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.

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If you have questions regarding this information, please find attached the Intradistrict Transfer FAQ or please contact me at [chuckbell@elbert.k12.ga.us](mailto:chuckbell@elbert.k12.ga.us) or call 706-213-4000.

Sincerely,

Chuck Bell  
Superintendent