

PROVIDING FRAUDULENT INFORMATION (O.C.G.A. 16-10-20)

Any person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device; makes a false, fictitious or fraudulent statement or representation; or uses any false documentation may be punished by a fine of not more than \$1,000.00 or imprisonment for one to five years, or both.

REQUEST FOR ZONING WAIVER**I. HARDSHIP OR MEDICAL ZONING WAIVER REQUEST**

Any request for an out-of-zone placement must be made in writing to the Superintendent of Schools (or designee). The request must be supported with documentation that includes a statement from the doctor regarding the nature of the problem, a chronology of the treatment to include prescribed medication, expected prognosis and rationale for why the alternate placement would be beneficial.

At the beginning of each school year, a computer printout will be forwarded to each school listing out-of-zone students. It will be the responsibility of each Principal to review the printout and validate any out-of-zone students.

II. STUDENT EMANCIPATION

In order for a student to establish self guardianship, he or she must be at least 18 years of age and present to the Superintendent (or designee) a copy of a valid driver's license, proof of registration of voting privileges in Columbia County, and proof that he or she is currently self-supporting and lives apart from his or her parent or legal guardian.

III. ESTABLISHMENT OF NEW RESIDENCE

In order for a student to attend school in the zone in which the parent or guardian is in the process of purchasing a home instead of the zone of current residence, it is required for the family to present a buyer/seller contract to the Superintendent (or designee) whereby an Out-Of-Zone Validation Form will be issued and the student(s) will be allowed to enter said school.

IV. CAREER, TECHNICAL and AGRICULTURE (CTAE) EDUCATION PROGRAM ZONING WAIVER

A student requesting a move from one attendance zone to another in order to enroll in and complete a CTAE Program pathway not offered in the student's home school must complete the attached form and forward it to the principal of the student's home school. A CTAE pathway requires the earning of three units of credit in the same CTAE content area and a fourth unit of credit in the same or a related CTAE content area. The CTAE Director will monitor the student's course enrollment each semester in the program of study content area and will report any failure to enroll in an appropriate program of study content course to the Assistant Superintendent of Student Support for further action.

Pursuant to Georgia High School Association (GHSA) Rule 1.63, a student who has established GHSA eligibility at his/her zone school and receives a CTAE waiver to attend another high school will be ineligible for all GHSA activities, at the varsity level, for one calendar year.

V. APPEAL OF CAREER, TECHNICAL and AGRICULTURE EDUCATION (CTAE) PROGRAM ZONING WAIVER DECISION

In the event that a CTAE Program Zoning Waiver is denied, the parent or student may request an appeal to the Zoning Placement Committee by filing a formal appeal with the principal of the student's zoned school. The committee shall be composed of the following members: Middle or High School Director of Student Learning (Chairperson) and Administrative and Guidance Personnel from the sending and receiving schools. The committee will convene and review the request for zoning change within 15 school days. The committee will determine the most appropriate placement for the student after discussing the student's academic performance, standardized testing results, disciplinary record, attendance record, and extra-curricular activities. The Chair of the committee will notify the parent and student in writing as to the committee's final determination within seven school days.

VI. PERMISSIVE TRANSFER REQUEST

No later than July 1 of each school year, by letter, electronic means, or legal organ, the school system will provide the parents of each student enrolled in the Columbia County School System the names of schools that have space available for permissive transfers and the dates for accepting such requests. For the purposes of this procedure, classroom space is defined as 1) the FTE enrollment number determined by the Facilities Services Unit of the Georgia Department of Education and reflected on each school's Curriculum and Space Needs Form, less ten percent to accommodate new students, and 2) individual class size capacity by grade and subject, based on State law and rule.

Parents may exercise the right of a permissive transfer for their child by completing a Permissive Transfer Request Form (Attachment D) and submitting it to the selected school or schools of their choice. The process of application and selection, along with conditions of such a transfer include the following:

- 1. Interested parents must submit a completed form to the principal or designee within the assigned time period. The principal or designee receiving the request forms will number, sign, date, and retain each form received up to the close of the final day.**
- 2. If the school receives more permissive transfer requests than space available, lots will be drawn for enrollment from all submitted applications. Affected parties will be notified and invited to witness the public drawing which will be held within three business days of the application deadline.**
- 3. The parent or guardian of the student is responsible for the student's transportation to and from the selected school.**
- 4. Continued enrollment is contingent upon academic application, good attendance, and appropriate behavior. Unsatisfactory performances may result in the revocation of this permissive transfer. Return of a high school student to the original home school may affect Georgia High School Association eligibility.**

A student transferring to an out of zone school under condition of hardship, medical waiver, or permissive transfer may continue to attend such school until the student completes all grades. Following completion of all grades, such student shall return to the system-determined attendance zone.

ADOPTED: 02/11/97

REVISED: 07/13/99, 8/7/00, 4/8/03, 6/24/03, 1/31/05, 6/19/06, 7/10/07

Columbia County Board of Education

**STUDENT TRANSFER REQUEST
FOR
HARDSHIP OR MEDICAL NECESSITY**

Student's Name: _____ I.D. Number _____

Home Address: _____

Telephone: _____ Grade: _____

Current School: _____

[Parent's Formal Letter of Request must be attached to this form]

[Medical or Supporting Documentation for this request must be attached to this form.]

- The principal will monitor the student's academic progress, behavior, and attendance. Unsatisfactory performances will be reported to the Assistant Superintendent of Student Support for further action. This action might include the return of the student to the original home school which might affect Georgia High School Association eligibility.
- The student is responsible for transportation to and from the new school. (CCBOE is not responsible for providing transportation to and from the new school in situations where the parent/student has initiated/requested the zoning waiver.)
- This waiver is contingent upon academic progress, good attendance, and appropriate behavior.

I am aware of the information described in the above statements.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Zoned School Principal's Signature: _____ Date: _____

Assistant Superintendent's Decision: Yes _____ No _____ Date: _____

Assistant Superintendent's Signature: _____

**STUDENT TRANSFER REQUEST
FOR
CAREER, TECHNICAL and AGRICULTURE EDUCATION (CTAE)
PATHWAY OF STUDY**

Please Print

Student's Name: _____ I.D. Number _____

Home Address: _____ City: _____

Telephone: _____ Grade: _____

Current School: _____ Requested School: _____

Reason for request to change schools: (attach additional sheets as required)

- The CTAE Director will monitor the student's course enrollment each semester in the CTAE program of study content area and will report any failure to enroll in an appropriate program of study content course in the tenth, eleventh or twelfth grades to the Assistant Superintendent of Student Support for further action. This action might include the return of the student to the original home school which might affect Georgia High School Association eligibility.
- The student is responsible for transportation to and from the new school. (CCBOE is not responsible for providing transportation to and from the new school in situations where the parent/student has initiated or requested the zoning waiver.)
- This waiver is contingent upon academic progress, good attendance, and appropriate behavior.
- In accordance with Georgia High School Association rule, a student who has established GHSA eligibility at his or her zone school and receives a CTAE waiver to attend another high school will be ineligible for all GHSA activities at the varsity level for one calendar year.

I am aware of the information described in the above statements.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Director of CTAE Decision: Yes _____ No _____ Date: _____

Director of CTAE Signature: _____ Date: _____

Assistant Superintendent's Decision: Yes _____ No _____ Date: _____

Assistant Superintendent's Signature: _____

[This decision may be appealed to the Zoning Placement Committee by filing an appeal with the principal.]

APPEAL OF TRANSFER REQUEST
CAREER, TECHNICAL and AGRICULTURE EDUCATION (CTAE)
PATHWAY OF STUDY

Student: _____ **Student ID #:** _____

Birth Date: _____ **Age:** _____ **SST** _____ **IEP** _____ (Exceptionality)

Address: _____

City _____ **State** _____

Telephone Contact #: Home _____ Work _____ Cell _____

Student's Current School: _____

Parent/Legal Guardian: _____

- **Formal Letter of Appeal**
- **Supporting Documentation for Transfer Request**

Appeal Date: _____ (Received by Principal)

Zoning Placement Committee Evaluation of Records:

- Permanent Records (Transcript/Report Cards)**
- Standardized Testing**
- Extra-Curricular Activities**
- Discipline**
- Attendance**

Decision of the Zoning Placement Committee:
APPROVED **DENIED** **Date:** _____

Basis for the Decision: _____

COMMITTEE MEMBERS:
Director of Student Learning: _____
High School Principal (or Designee): _____
Middle School Principal (or Designee): _____
High School Counselor: _____
Middle School Counselor: _____

PERMISSIVE TRANSFER REQUEST FORM

Student's Name: _____ **I.D. Number** _____

Home Address: _____

Telephone: _____ **Grade:** _____

Zoned School: _____

School(s) of Choice: _____

CONDITIONS OF ENROLLMENT:

- **If the school receives more permissive transfer requests than space available, lots will be drawn for enrollment from all submitted applications. Affected parties will be notified and invited to witness the public drawing which will be held within three business days of the application deadline.**
- **This transfer is contingent upon academic application, good attendance, and appropriate behavior. Unsatisfactory performances may result in the revocation of this permissive transfer. Return of a high school student to the original home school may affect Georgia High School Association eligibility.**
- **The parent or guardian of the student is responsible for the student's transportation to and from the selected school.**
- **A student transferring under conditions of a permissive transfer may continue to attend such school until the student completes all grades of the school.**
- **Having finished the grades of the newly assigned school, the student will be required to return to his or her regular attendance zone.**

I am aware of and agree to the information described in the above statements.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Request # _____

Principal/Designee Signature: _____

Date: _____