

# Application Process



# <https://apsgatransfer.scriborder.com/>

Student Transfer

ATLANTA PUBLIC SCHOOLS  
BUILDING STRONGER SCHOOLS TODAY

Select To Get Started:

**Start Login**

**General Information**

Welcome to the Online Application system for Student Transfer at Atlanta Public Schools. Student Transfer is more than a philosophy — it's the programs and tools of a 21st century education that prepares students for success in a rapidly-changing and complex world.

*All requests will be checked for accuracy. Any falsification of information may result in your request not being processed.*

\*Please also note that this website is optimized for IE 10.0 and higher, Safari, Chrome and Firefox.

**How to Videos:**

- Creating an Account - [ENGLISH, SPANISH, FRENCH](#)
- Adding a Child to Your Account - [ENGLISH, SPANISH, FRENCH](#)
- Submitting Application - [ENGLISH, SPANISH, FRENCH](#)
- Uploading Documents - [ENGLISH, SPANISH, FRENCH](#)

**Back to District Website**

Available for 2024-2025 School Year

✓ **Atlanta College and Career Academy for the 2024-2025 School Year** November 22, 2023 - March 8, 2024

**Important!** Students must meet the eligibility requirements outlined on this page entered into the ACCA.



**Welcome to your Atlanta Public Schools Student Transfer Account!**

We now require that Parents / Guardians create an account in order to complete Student Transfer Applications.

**Option #1**

If this is your first visit:

1. Choose 'Create Open Enrollment Account' button below
2. Complete the Guardian Demographic Questionnaire
3. Login to the Family Dashboard
4. Upload your proof of Residency Documents
5. Add your student(s) to your Student Transfer Account
6. Complete Open Enrollment Applications

**Option #2**

If you already have an account:

1. Login to the Family Dashboard
2. Complete Student Transfer Applications

**Important**

\*Please note that your password from previous years will NOT work with your current Student Transfer Account. You must create a new account.

**NEW  
FEATURES**

Email Address:

Password:

This field is required.

Login

[reset password?](#)

Create Open Enrollment Account



Student Transfer, Atlanta Public Schools

Select Language

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Parent/Guardian Information:

★ Last Name: required

★ First Name: required

Address: (physical address required)

★ Address Line 1: required

Address Line 2:

★ City: required

★ State : required

★ Zip Code: (postal code) required

★ Country : United States

★ Are you a resident of The Atlanta Public Schools District?

☐ Yes

☐ No

Telephone: (###-###-####)

★ Home: +1( ) - -

Work: +1( ) - -

Cell: +1( ) - -

Fax: +1( ) - -

Updates via Text Message?

☐ Yes

☐ No

☐ I am a FULL TIME employee of the district but not a substitute teacher.

\*Do not check this box if you are a part time employee.

Employee ID#:

Location Code: School/District Office

Login Information:

★ Email Address: accainformation@atlanta.k12.ga.us

Student Transfer, Atlanta Public Schools

Select Language

Powered by Google Translate

★ Home: +1( ) - -

Work: +1( ) - -

Cell: +1( ) - -

Fax: +1( ) - -

Updates via Text Message?

☐ Yes

☐ No

☐ I am a FULL TIME employee of the district but not a substitute teacher.

\*Do not check this box if you are a part time employee.

Employee ID#:

Location Code: School/District Office

Login Information:

★ Email Address: required

★ Password: required

This field is required.

★ Confirm: required

Weak Password

Create Account

Customer Service:

Atlanta Public Schools

Student Assignment & Records Department

130 Trinity Ave SW

Atlanta, GA 30303

Phone: 404-802-2233

The logo for Atlanta Public Schools, featuring a large, stylized white letter 'A' on a blue background. A white swoosh or brushstroke extends from the right side of the 'A'.

Account Creation Progress:



Add Student

Edit Profile

Logout

## Enter Student Information

REQUIRE  
STUDENT  
INFO

There must be at least one student added to an account in order to submit Student Transfer Applications!

**Step #1**

Click the 'Associate Student' button.

**Step #2**

Fill out the form completely.

Associate Student >

### For More Information, Contact:

**Atlanta Public Schools**

Student Assignment & Records Department

130 Trinity Ave SW

Atlanta, GA 30303

Phone: 404-802-2233



**Student Name:** (as it appears on Birth Cert)

★ Last Name: (in school)

Middle Name:

Suffix:

Student ID#:

★ First Name:

**Information Related To Student Birth:**

★ Date of Birth:

**Sibling Related Question:**

★ Is this student a twin, triplet, or quadruplet? ☐ Yes ☒ No

**Grade Level for Current Year, 2020-2021 School Year:**

★ Grade:

**Current School of Attendance, 2020-2021 School Year:** (this is the school your child is currently attending)

★ Current School:

**Grade Level for Next Year, 2021-2022 School Year:**

★ Grade:

**Zoned School of Attendance, 2021-2022 School Year:** (based on home address, the school your child should be attending)

★ Zoned School:

[Cancel](#)[Save](#)[Associate Another Student](#)

Student Transfer, Atlanta Public Schools

Select Language

Powered by Google Translate

Student Centered | Excellence Driven

Welcome to your dashboard!

**Step #1**

Verify Proof of Residency:

1. Click on the 'View/Add Residency Docs' button to verify.

2. Must include documents from Tier 1 and Tier 2 (click link below for examples).

1. [Proof of Residency - Tier 1 and Tier 2](#).

3. You can edit or add if necessary.

4. You can upload these as a single document or as multiple documents.

**Step #2**

Add a Student to this account.

1. You will be prompted to create the first student.

2. If you plan to open or enroll multiple students, then you will need to add those additional students using the 'Associate Student' button. Note: Each student must be added to the Family Dashboard individually.

3. It is recommended that you add all students before completing the applications.

**Step #3**

Submit Application

1. Click the 'Begin Application' button to begin the process of selecting a school and open enrollment opportunity such that you can submit an application. Once you select the button, you will be asked to select the correct options such that we can complete your application.

2. Please note that not all application windows are 'open' at the same time as submission timelines vary


Associate Student

Begin Application

Edit Profile

Logout

You must select the 'Begin Application' button to add an application.

 sean fortsohn

Date of Birth: 01/01/2005

For More Information, Contact:

Atlanta Public Schools

Student Assignment & Records Department

130 Trinity Ave SW

Atlanta, GA 30303

Phone: 404-802-2233

For Technical Support or Payment Issues, Contact:

Scribbles Software

Email: [help@scribsoft.com](mailto:help@scribsoft.com)

Phone: 855-465-1458

Business Hours

Monday - Friday

8:00 AM - 4:00 PM

## Student Assignment Records

Student Centered | Excellence Driven



## Family Dashboard Student Transfer

### Select the Student for this Application

**Option #1**

Select the student for this application.

**Option #2**

If you need to add an additional sibling or student, please select the 'Associate Another Student' button.

**sean fortsohn**

To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process.

[Begin Application for sean >](#)**Need to associate another student?**

To add another student to this Dashboard Account, please click the 'Associate Another Student' button below.

[Associate Another Student](#)[← Back To Dashboard](#)



Fake Application / Category

### Select Application Category

#### Step #1

Select the name of the application you wish to apply to.

#### Step #2

Click the 'Select' button to the far right of the 'Applicable Grade' information to continue.

#### Available for 2024-2025 School Year

✓ **Atlanta College and Career Academy for the 2024-2025 School Year** (November 22, 2023 - March 8, 2024)

Grades: 10-12

#### Available for 2023-2024 School Year

☒ **Employee Worksite Transfer 2023-2024** (January 16, 2023 - June 5, 2023)

All full-time school-based employees of Atlanta Public Schools, except temporary and substitute employees, who are also a custodial parent/legal guardian with whom the child lives may elect to have their student(s) attend their worksite.

☐ **Employee Cluster Transfer 2023-2024** (April 28, 2023 - June 5, 2023)

Full-time APS or partner school-based employees and bus operators (FT drivers and monitors) may attend a school in the vertical feeder pattern at which the parent or legal guardian is employed, provided that the school has sufficient capacity.

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Fake Application / Category

### Select Application Category

#### Step #1

Select the name of the application you wish to apply to.

#### Step #2

Click the 'Select' button to the far right of the 'Applicable Grade' information to continue.

#### Available for 2024-2025 School Year

✓ [Atlanta College and Career Academy for the 2024-2025 School Year](#) (November 22, 2023 - March 8, 2024)

Grades: 10-12

Applicable Grade(s): **10th** **11th** **12th**

Select ➔

#### Available for 2023-2024 School Year

⊗ [Employee Worksite Transfer 2023-2024](#) (January 16, 2023 - June 5, 2023)

All full-time school-based employees of Atlanta Public Schools, except temporary and substitute employees, who are also a custodial parent/legal guardian with whom the child lives may elect to have their student(s) attend their worksite.

⊗ [Employee Cluster Transfer 2023-2024](#) (April 28, 2023 - June 5, 2023)

Full-time APS or partner school-based employees and bus operators (FT drivers and monitors) may attend a school in the vertical feeder pattern at which the parent or legal guardian is employed, provided that the school has sufficient capacity.

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**Important**

For ACCA Applicants only: Not all schools have programs. Also, programs can become 'frozen' and 'locked' at any time. If you wish to apply to more than one program, you must submit a separate application for each.

[Best Academy High School](#) (Grades: 6-12)[CSKYWLA High School](#) (Coretta S. King Young Woman Leadership Academy is a single gender female school - Grades: 6-12)[Carver Early College](#) (Grades: 9-12)[Carver High School](#) (Carver S.T.E.A.M. High School - Grades: 9-12)[Douglass High School](#) (Grades: 9-12)[Drew Charter School](#) (Grades Pre-K-12)[Jackson High School](#) (Grades: 9-12)[KIPP Atlanta Collegiate High School](#) (Grades: 9-12)[Mays High School](#) (Grades: 9-12)[Midtown High School](#) (Grades: 9-12)[North Atlanta High School](#) (Grades: 9-12)[Phoenix Academy](#) (Grades: 9-12)[South Atlanta High School](#) (Grades: 9-12)[Therrell High School](#) (Grades: 9-12)[Washington High School](#) (Grades: 9-12)

**CSKYWLA High School** (Coretta S. King Young Woman Leadership Academy is a single gender female school - Grades: 6-12)

ACCA 2024-2025 Grades: 10-12	Auto Electrical, Electronics Systems Tech and Automotive Chassis Tech Specialist	Select >
ACCA 2024-2025 Grades: 10-12	Aviation Maintenance Technology	Select >
ACCA 2024-2025 Grades: 10-12	NCCER Carpentry Fundamentals and NCCER Advance Carpentry	Select >
ACCA 2024-2025 Grades: 10-12	HVAC and Refrigeration	Select >
ACCA 2024-2025 Grades: 10-12	Culinary Arts	Select >
ACCA 2024-2025 Grades: 10-12	Hospitality, Recreation and Tourism	Select >
ACCA 2024-2025 Grades: 10-12	Dental Science	Select >
ACCA 2024-2025 Grades: 10-12	Patient Care	Select >
ACCA 2024-2025 Grades: 10-12	Early Childhood Care and Education Basics and Infant/Toddler Care Specialist	Select >
ACCA 2024-2025 Grades: 10-12	Graphic Design	Select >
ACCA 2024-2025 Grades: 10-12	Criminal Investigations	Select >
ACCA 2024-2025 Grades: 10-12	Cybersecurity Fundamentals	Select >
ACCA 2024-2025 Grades: 10-12	Early College Essentials	Select >
ACCA 2024-2025 Grades: 10-12	Programming	Select >
ACCA 2024-2025 Grades: 10-12	AP Computer Science Principles and AP Computer Science A	Select >

12



Fake Application / ACCA 2024-2025 - ACCA 2024-2025 / High School(s) / CSKYWLA High School / Early College Essentials

### Select To Complete The Application

**Step #1**

Please select the "Complete New Application" button below.

Complete new application for Fake Application, to attend CSKYWLA High School in the selected school year.

Please confirm by selecting the 'Complete New Application' button below.

Complete New Application

⬆️ Back To Dashboard

⬅️ Start Over

### Additional Questions:

★ Have you taken the YouScience career assessment?

☐ Yes ☐ No

★ How did you hear about this program? (ex. School Presentation, Website, Word-of-Mouth, Teacher, Guidance Counselor, etc.)?:

I understand that students must meet eligibility requirements to be entered into the ACCA lottery:

★ Please select "I understand" from the selection box, then initial below (parent and student):

★ Initial Here:  enter the initials 'AF'

★ Student Initial Here:  enter the initials 'FA'

★ I understand that submission of this application serves as approval for my child to participate, attend, and be transported to/from the Atlanta College and Career Academy (located at 1090 Windsor Street SW Atlanta, GA 30310) daily from August 2024 - May 2025.

Please select "I understand" from the selection box, then initial below:

★ Initial Here:  enter the initials 'AF'

#### Important!

After you have submitted your application, please check your email for important information about the next steps. In addition, the latest status of your application will appear on your Family Dashboard.

### Student Transfer, Atlanta Public Schools

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Select Language

Google Translate

★ I understand that submission of this application serves as approval for my child to participate, attend, and be transported to/from the Atlanta College and Career Academy (located at 1090 Windsor Street SW Atlanta, GA 30310) daily from August 2024 - May 2025.

Please select "I understand" from the selection box, then initial below:

★ Initial Here:  enter the initials 'AF'

#### Important!

After you have submitted your application, please check your email for important information about the next steps. In addition, the latest status of your application will appear on your Family Dashboard.

#### Select The Program Requested To Confirm Selection:

☐ Early College Essentials

#### AUTHORIZATION NOTIFICATION:

My initials below constitute an electronic signature and authorizes Atlanta Public Schools to release information and/or my student record and confirms I have completed all sections accurately and truthfully, including information verifying my identity. I understand that the recipient of the record(s) will use the indicated documents(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other part or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

\* To sign using your initials below, use the first letter of your first name and first letter of your last name entered on this form.

★ Guardian Initials:

⬆ Back To Dashboard

Clear Form

Proceed



I understand that students must meet the following eligibility requirements to be entered into the ACCA lottery:

**Admission Requirements for all programs except Early College Essentials:**

- Students must be in the 10th, 11th or 12th grade during 2021-2022 school year and on track to graduate
- Grade 10 (Cohort 2024) 6+ credits
- Grade 11 (Cohort 2023) 12+ credit
- Grade 12 (Cohort 2022) 18+ credits

**\*\*Preference given to graduating seniors\*\***

- GPA of 2.0 or higher
- SST/504/Special Education – If yes, team must meet to confirm eligibility to participate
- Home school does not offer pathway requested

**Admission to Early College Essentials TCC Program:**

- Students must be in the 11th or 12th grade during 2021-2022 school year and on track to graduate
- Grade 11 (Cohort 2023) 12+ credit
- Grade 12 (Cohort 2022) 18+ credits

**\*\*Preference given to juniors\*\***

- Hope GPA of 2.6 or higher, OR;
- Meet the SAT/ACT/PSAT/ACCUPLACER entrance requirement of Atlanta Technical College
- This program is a two year commitment for completion

**The Early College Essentials TCC courses will be offered on the ACCA campus (with ATC instructors)**

\* Students with Disabilities are encouraged to apply. If the student is served under IDEA (has an Individualized Education Program), the IEP team must convene to review and discuss the student's IEP, transcript, and specific needs to determine if ACCA is appropriate. If the student is protected under 504 or has an accommodation plan, the 504 team should convene to determine if ACCA is appropriate.

★ Please select "I understand" from the selection box, then initial below (parent and student):

★ Initial Here:  enter the initials 'TA'

★ Student Initial Here:  enter the initials 'sf'

★ I understand that submission of this application serves as approval for my child to participate, attend and be transported to/from the Atlanta College and Career Academy (located at 1090 Windsor Street SW Atlanta, GA 30310) daily from **August 2021 - May 2022**.

Please select "I understand" from the selection box, then initial below:

★ I understand that submission of this application serves as approval for my child to participate, attend and be transported to/from the Atlanta College and Career Academy (located at 1090 Windsor Street SW Atlanta, GA 30310) daily from **August 2021 - May 2022**.

Please select "I understand" from the selection box, then initial below:

★ Initial Here:  enter the initials 'TA'

**Important!**

After you have submitted your application, please check your email for important information about the next steps. In addition, the latest status of your application will appear on your Family Dashboard.

**Select The Program Requested To Confirm Selection:**

☐ Dental Science

**AUTHORIZATION NOTIFICATION:**

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**\* To sign using your initials below, use the first letter of your first name and first letter of your last name entered on this form.**

★ Guardian Initials:

⬆ Back To Dashboard

Clear Form

Proceed



Student Transfer, Atlanta Public Schools

Home

Select Language

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★ I understand that submission of this application serves as approval for my child to participate, attend and be transported to/from the Atlanta College and Career Academy (located at 1090 Windsor Street SW Atlanta, GA 30310) daily from August 2021 - May 2022.

Please select "I understand" from the selection box, then initial below:

I understand

★ Initial Here: 

ta

 enter the initials 'TA'

Important!

After you have submitted your application, please check your email for important information about the next steps. In addition, the latest status of your application will appear on your Family Dashboard.


Select The Program

Dental Science

Please prove you are human...

Close Dialog

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

AUTHORIZATION NOTE

My initials below constitute an electronic signature and authorizes Atlanta Public Schools to release information and/or my student record and confirms I have completed all sections accurately and truthfully, including information verifying my identity. I understand that the recipient of the record(s) will use the indicated documents(s) for legitimate interests only and that the information contained therein shall not be further transferred or communicated to any other part or agency without my expressed written consent except under authority of Public Law 93-380, Educational Rights and Privacy Act.

\* To sign using your initials below, use the first letter of your first name and first letter of your last name entered on this form.

★ Guardian Initials: 

ta

Back To Dashboard


Clear Form

Please wait...

Student Transfer, Atlanta Public Schools

Home

Student Assignment

 + Records

Student Transfer

ATLANTA PUBLIC SCHOOLS

BUILDING STRONGER SCHOOLS TODAY

Thank you for your application!

We are processing your application and will update you, via email, with the status very shortly.

Order Information:

please note your order number

- Order Number: C52JKLKMA
- Email Address: [accainformation@atlanta.k12.ga.us](mailto:accainformation@atlanta.k12.ga.us)
- Application Information: Your application was made to Atlanta Public Schools via Scribbles Software

*This receipt is not a guarantee of request approval or fulfillment. The information provided during the request process will be verified prior to fulfilling your request. If we find discrepancies we reserve the right to 'deny' your request(s).*

Return to Dashboard

For More Information, Contact:

**Atlanta Public Schools**  
Student Assignment & Records Department  
130 Trinity Ave SW  
Atlanta, GA 30303

Phone: 404-802-2233

