

Dear Parent/Legal Guardian,

Georgia State Education Board Rule requires that we verify when a student has transferred from Atlanta Public Schools to another school/facility. Atlanta Public Schools respectfully request that you provide this letter to the school where your child will be enrolling. Please note the following situations and possible consequences that may be incurred if a student does not transfer to another school:

1. If the student is between the ages of six and sixteen years old which are Georgia's statutorily determined ages for compulsory attendance, dropping out of school is legally punishable for both students and parents.
2. If the student is a minor but between the driving ages of fifteen to seventeen years old, dropping out results in a suspension of all driving privileges for a period of one year.

Per the Georgia State Education Board Rule 160-5-1-28 *Student Enrollment and Withdrawal*, the following are acceptable forms of documentation when using withdrawal codes that are associated with students who transferred:

- (i) For students transferring to a school within the same LEA or another Georgia LEA, proof shall include the **request for records from the receiving school**, evidence of a transfer that is recorded in the State's student data collection system, or a **letter from an official in the receiving school acknowledging the student's enrollment**.
- (ii) For students transferring out of state, to another country, or to a private school, proof shall include the **request for records from the receiving school**, or a **letter from an official in the receiving school acknowledging the student's enrollment**.
- (iii) For students transferring to a home school study program, proof shall include a document signed by the parent, guardian, or other person who meets the requirement of the "Power of Attorney for the Care of a Minor Child Act", which declares their decision to educate the student in a home school study program.

#### **ATTENTION K-12 SCHOOL DISTRICTS & PRIVATE SCHOOLS**

**\*\*All records requests for former Atlanta Public Schools students in grades K-12 must be submitted online using our secure Student Records transfer system, K12 ScribTransfer, by Scribbles Software. To submit a records request for a former APS student, please visit: [www.atlanta.k12.ga.us/records](http://www.atlanta.k12.ga.us/records). If you have any questions about utilization of our records transfer platform, please contact the APS Student Records Center at [records@apsk12.org](mailto:records@apsk12.org) or 404-802-2150.**

*Atlanta Public Schools has activated the K12 ScribTransfer product from Scribbles Software. The K12 ScribTransfer option helps our district to manage the transfer process and protect the confidentiality of our students. It also provides accurate confirmation of student enrollment, helping us tracking students for graduation and for funding purposes. We know this is a new process, should you have any issues setting up your account, or want to know more about the product, please contact [support@scribsoft.com](mailto:support@scribsoft.com).*