

ATLANTA PUBLIC SCHOOLS
GENERAL ADMINISTRATION TRANSFER
APPLICATION SY 2012-2013

Lottery /Application Number

This application must be fully completed. Please Print or Type.

Student's Full Name: _____
Gender: ___ M ___ F D/Birth: _____ Age: _____ APS Student ID #: _____ (if known)
Grade your child will be in next year (SY2012-2013) _____

Parent/Legal Guardian: _____
Home Address: _____ Apt #: _____
City: _____ State: _____ Zip: _____ County: _____
E-Mail: _____
Home #: _____ Work #: _____ Cell #: _____

In what school is your student zoned to attend by your address?: _____
In what school is your student presently enrolled? _____
Does your child receive any Special Education Services? ___ Yes ___ No
If yes, indicate the type of service(s) received: _____

Are you an APS Employee: ___ No ___ Yes If yes, your APS base assignment: _____
Full Time _____ Part Time _____

Parents may submit one application per child during the application period. Multiple applications received for the same student will be removed from the application pool. You may select up to three school choices in order of preference from the list of schools open for transfers. **Applications that list closed schools (schools not accepting transfers) will not be accepted.**

First Choice: _____
Second Choice: _____
Third Choice: _____

I verify that the above information is true and correct and that I am the parent/legal guardian of the above named child. I also understand that the Atlanta Public School System does not provide transportation for a student who attends an out of zone school. I understand the parent/legal guardian is responsible for transportation. My child is currently not on suspension, expelled from school or assigned to alternative school. I also understand that students approved for transfers are expected to have regular and punctual attendance and to abide by all disciplinary rules at the transfer school where they attend.

Print Name of Parent/Legal Guardian: _____
Parent/Legal Guardian Signature: _____ Date: _____

School System Only

DATE RECEIVED: _____ Proof of Residence (POR) submitted: YES NO
SpEd No or Yes Program: _____ Zone School: _____
Parent APS Employee: No or Yes Non-Resident Tuition Required: Yes
Worksite: _____ Tuition Amount: _____
 Full Time Part Time Date paid: _____ Receipt #: _____

APPLICATION STATUS

Approved Date: _____
 Denied Date: _____ Reason: _____
 Incomplete Reason: _____

CONDITIONS OF GENERAL ADMINISTRATIVE TRANSFERS

Required Documents: Parents are required to submit the following documents with the transfer application. You may attach a copy of all required residency documents to the application or you may bring the originals to Student Relations and we will make a copy of your residency documents

- a) Current mortgage statement, deed, lease or statement from housing authority;
- b) Georgia Power utility bill dated within thirty (30) days of your application date;
- c) Photo Identification or APS employment badge (if parent or legal guardian is an APS employee). Please see Administrative Regulation JBC-R(0), School Admissions for acceptable forms of identification.
- d) Any two (2) of the following documents:
 - For the current year, a property tax statement which shows the name and address;
 - Voter registration documentation;
 - Current motor vehicle registration;
 - Employer documentation (e.g. application for employment, health insurance, previously issued W-2 or Form 1099, pay stub) which evidences the location of the legal residence;
 - Current bank, credit union, or other financial institution documentation (e.g. loan documents, credit card statement, monthly activity statement, voided check) which evidences the location of the legal residence;
 - Receipt to have utilities connected; or
 - Current homeowners or renters insurance.

Space Availability: General administrative transfers are granted based upon space availability. Parents may apply any time during the application window. Applications submitted on the last day receive the same consideration as applications submitted on the first day. **Application requests for schools not accepting transfers will not be considered.** General administrative transfer spaces are filled in the following order from the application (and/or lottery) list:

(1) Resident student (includes children of current non-resident APS employees); and (2). Non-resident students.

Parent Notification: Parents offered a transfer will receive by mail an accept/decline form. Parents have 5 calendar days to accept or decline the transfer offer by sending an email response to placements@atlanta.k12.ga.us, faxing to 404-802-1203 or returning the acceptance/decline form. If a parent declines the offered space or fails to respond within five (5) calendar days, that student will be removed from the roster and the space will be offered to the next student of that grade level on the list until all spaces have been filled. The lottery list will expire on August 30.

Eligibility for athletic/extracurricular activities: Students and parents should be aware that school transfers may affect the student's eligibility to participate in athletic and extracurricular activities governed by the Georgia High School Association (GHSA) (<http://www.ghsa.net/>). *Parents should verify whether GHSA requirements may affect their child's eligibility prior to submitting a school transfer request.*

Special Education/504 Services: A student with disabilities who applies will need to have his or her individualized educational program (IEP) or Section 504 plan evaluated prior to enrollment to determine whether those services required under the IEP or 504 plans are available at the school. The availability of exceptional student education services offered may be a limiting factor.

Non-Resident Students: Applications from non-resident students will be considered after all applications of resident students. A non-resident student whose transfer application is approved is required to pay non-resident tuition before the student can enroll in APS.

How long does an administrative transfer last? An administrative transfer is effective **until** the highest grade of the school you are granted a transfer to. Parents of rising 6th and 9th graders must apply for a general administrative transfer to attend the next school in the feeder pattern.

Lottery: General administrative transfers are granted based upon space availability. If the number of applications for a given school exceeds the number of available spaces, a random lottery will be conducted to provide each interested student with an equal chance to be admitted. A lottery is the selection of applicants for enrollment by a random method. During the lottery, numbers assigned to each application are drawn in random order to determine the order by which available general administrative transfers will be filled.

Additional Requirements: Acceptable attendance, behavior and grades are required in order for the student to remain on transfer. The parent/guardian is also expected to maintain a cordial and cooperative working relationship with school personnel. Failure to comply with these provisions may result in withdrawal of the student.