

Procedures
HB 251 Implementation
For The 2009-2010 School Year Only

HB 251 is a new Georgia statute allowing parents to request to transfer their students to other schools in the district under certain circumstances.

Due to the very short time between the passage of the HB 251, the issuance of the SDOE framework and guidance, and July 1, 2009, special procedures, not necessarily appropriate for future years, will be used for the 2009-2010 school year.

The Newton County Schools will publish on July 1, 2009, a tentative list of schools and grades which may be eligible to receive transfers under HB 251.

A parent electing to exercise the choice option under HB 251 assumes all costs and responsibilities associated with transporting the child to and from the selected school.

HB 251 Transfer Requests Submittal Process for the 2009-2010 School Year

1. HB 251 transfer request forms will be available on the website and at the Centralized Registration Office located at Clements Theme School Monday-Thursday from 9 a.m. to 4 p.m. from **July 1-July 16**, excluding Fridays, Saturdays, and Sundays.
2. Parents must complete **HB 251 Transfer Request Form** prior to the transfer being considered.
3. Transfer requests will be accepted **only** for those tentatively eligible schools listed on the Newton County School System's website.
4. Completed HB 251 Transfer Request Forms will be accepted
 - at the Centralized Registration Office located at Clements Theme School Monday-Thursday from 9 a.m. until 4 p.m. each scheduled work day from **July 1 – July 16**, excluding Fridays, Saturdays, and Sundays or
 - by fax to 770-784-4969 or
 - by hand delivery to the receptionist at the Administrative Office Building of the Board of Education at 2109 Newton Drive, Covington, GA.
5. No transfer requests will be accepted after the close of the business day on July 16. Parents moving into the district after July 16 will not be eligible to request student transfers under HB 251.
6. Letters will be mailed to parents regarding acceptance or denial of the HB 251 transfer request no later than July 24th except for those transfer requests to a potentially eligible school that may also be a choice school under NCLB. Since the timeline for exercising choice under NCLB is ten (10) days after the start of school, parents wishing to exercise a transfer under HB 251 to a school that is also a NCLB choice school may not be notified until all students transferring under NCLB have been placed in classes.
7. In the event an eligible school has available space and the number of transfer requests exceeds the remaining available capacity, a public random lottery will be held.

Reasons that schools listed on a tentative list published on July 1 may not have space available or the number of spaces estimated as being available for HB 251 transfer requests are listed below.

1. Indigenous enrollment may exceed the initial projections.
2. Students exercising choice under federal law may be greater than anticipated.
3. Student assignment according to policy JBCC may further limit space.