**Georgia Department of Education**

**Georgia House Bill 251 (2009) - Public School Choice Transfer**

**School District Decision Regarding Request for School Transfer**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(school district)* received the attached request from the parent/guardian/other on the following date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Time and Date Stamp)* **for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(student’s legal name),* \_\_\_\_\_\_\_\_\_\_ *(GTID),*** **to be transferred to** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(*school)***

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| --- |
| **District Decision** After consideration, **this transfer request was approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(date).***  After consideration, **the transfer request is denied based on:** **(*Insert information on why the transfer was denied)*** |

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| --- | --- | --- |
|  |  |  |
| Name of School System Official(Please Print) |  | Job Title |
|  |  |  |
| Representative’s Signature |  | Date |

**Please make three copies of this form:**

* **One for the parent**
* **One for the school**
* **One for the district to keep on file**