**INTRADISTRICT TRANSFER OPTION FOR ESEA WITHOUT PAID TRANSPORTATION**

**PARENT NOTIFICATION LETTER**

 Date:

Dear Parent/Guardian:

This letter is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school)* has been identified as a:

 Priority School  Focus School  Alert Title I School

Under Georgia’s Elementary and Secondary Education Act (ESEA) of 1965 Flexibility Waiver that was approved in 2012, Priority, Focus and Title I Alert Schools no longer have to provide Public School Choice under ESEA, but rather have reverted to Georgia’s Intradistrict Transfer Option.

The Intradistrict Transfer Option allows a parent/guardian to request a transfer from their child’s assigned school to a school of the parent’s choice within the school zone/district that their child resides. However, the intradistrict transfer may be granted to your child only if the school to which the request for transfer has classroom space available after all the assigned students have been enrolled.

The Intradistrict Transfer Option does not require the district to pay for transportation to the transfer school; therefore, the school district will not payfor transportation for your child if the intradistrict transfer option is granted.

For your convenience, the district’s list of schools with available classroom space for the upcoming school year is attached. In order to process your request, you will need to complete and submit the attached “Transfer Request Form.” Requests for transfers will not be accepted after the close of business on \_\_\_\_\_\_\_\_\_\_\_\_ *(date)*.

Transfer requests will be reviewed and approved or denied on the basis of a lottery in the event a particular school has available space and the number of transfer requests exceeds the remaining available capacity. Once available classroom space is reached at a school, no more transfers will be accepted at that school. Since it is possible that you may not receive your first choice, you may indicate more than one choice on the enclosed Transfer Request Form.

You will be notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(type of notification)* of the final decision regarding your transfer request. If the request is granted, notification will include the school your child will attend.

If you have additional questions or concerns, please contact the person listed below:

Name: Title:

Email: Phone:

Thank you,

District/School Administrator’s Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(school district)***

**List of Schools with Space for Public School Choice**

**Elementary School(s) with capacity (by grade):**

|  |  |
| --- | --- |
| **Grade** | **Name of School** |
| **K** |  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

|  |  |
| --- | --- |
| **Grade** | **Name of School** |
| **K** |  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

|  |  |
| --- | --- |
| **Grade** | **Name of School** |
| **K** |  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

**Middle & High School(s) with capacity (by grade):**

|  |  |
| --- | --- |
| **Grade** | **Name of School** |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |