

Colquitt County School System
School Attendance Request (House Bill 251)
School Year _____

Dear Parent or Guardian:

Under a 2009 state law (O.C.G.A. 20-2-2131), parents/guardians may request a transfer to another school within the Colquitt County School District. In order for you to request permission for your child(ren) to attend a school other than his/her assigned school, you must complete this form in its entirety.

I am requesting permission for my child(ren) whose name(s) and other relevant information are listed below to attend _____ School. My child(ren) is (are) presently assigned to attend _____ School based on the location of my residence.

First Name	Middle Name	Last Name	Birthdate	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

By signing this document of request you are acknowledging that if your request is approved ***it is conditional***. In the event that maximum class size is exceeded anytime during the school year; any child attending based on the provisions of this law shall be returned to his/her assigned school based on the principle of "last in, first out". If attendance and tardiness becomes an issue, your child may be asked to return to the school of residence. ***Transportation is your responsibility.***

Parent/Guardian (Please Print) _____ Date _____
 Residential Address _____ City _____ Zip _____
 Mailing Address _____ City _____ Zip _____
 Phone Number _____ (Work) _____
 (Home) _____

Parent/Guardian Signature _____

For Office Use Only:

Principal's Office:
Date Received: ____/____/____ Is space available: ____ yes ____ no Recommend for approval: ____ yes ____ no Signature: _____ Date: ____/____/____
Superintendent's Office:
Superintendent or Designee's Signature: _____ Approved _____ Yes _____ No Date: ____/____/____