



## Superintendent of Schools

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## **HB 224 (2023-2024) - Implementation Procedures**

1. Parents of Houston County School District students will be notified of HB224 by July 1st of each year.
2. Active military service members who live on Robins Air Force Base may get an “**Application to Request HB224 Public School Transfer**” from their zoned school or may download a copy from [www.hcbe.net](http://www.hcbe.net) beginning on July 1<sup>st</sup>.
3. Applications for transfer must be mailed to the Assistant Superintendent, Dr. Cheryl Thomas. The address is Houston County School District, 1100 Main Street, Perry, GA, 31069.
4. Applications for transfer will be available online July 1, 2023. Applications will be accepted July 1, 2023, until July 31, 2023. After the July 31<sup>st</sup> deadline, applications will be accepted as a military service member moves on the military base.
5. After the July 31<sup>st</sup> deadline, applications must be received within ten school days of a military service member, who lives on Robins Air Force Base, enrolling his/her child(ren) at Central Registration.
6. In the event the number of transfer requests exceeds the available capacity in the particular school, requests will be approved based on the order in which they were received.
7. Once a request is approved, the parent assumes all costs and responsibilities related to the transportation of their child to and from school so long as the child remains at that assigned school.
8. Once approved at a school, the student may attend for the rest of the grade band (K-5, 6-8, and 9-12).

**Dr. Cheryl Thomas, Assistant Superintendent**  
***Office of School Operations***