



Superintendent of Schools

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HB251 (2024-2025) - Implementation Procedures

1. Parents of Houston County School District students will be notified of HB251 by July 1st of each year and provided with a preliminary list of schools based on existing data.
2. Parents may get an “**Application to Request HB251 Public School Transfer**” from their zoned school or may download a copy from www.hcbe.net beginning on July 1st.
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, 2024. Applications will be accepted **July 1, 2024 until August 19, 2024**. After the August 19th deadline, no applications will be accepted for the remainder of the school year.
5. All applications for transfer must be postmarked by the **August 19, 2024**, deadline.
6. Capacity will be determined by a school’s enrollment on the tenth day of the school year after all assigned students have been enrolled.
7. 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.
8. Parents will be notified of the approval or denial of their request by **August 30, 2024**.
9. All students are to begin the school year at their zoned school. Approved transfers will be effective no later than Tuesday, **September 4, 2024**.
10. Once a request is approved, the parent assumes all costs and responsibilities related to the transportation of their child to and from the school so long as the child remains at that assigned school.
11. 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
478-988-6200