



## Superintendent of Schools

Dr. Mark Scott

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## **HB 251 (2023-2024) - Implementation Procedures**

1. Parents of Houston County School District students will be notified of HB251 by July 1<sup>st</sup> 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](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 August 21, 2023**. After the August 21<sup>st</sup> deadline, no applications will be accepted for the remainder of the school year.
5. All applications for transfer must be postmarked by the **August 21, 2023**, 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 31, 2023**.
9. All students are to begin the school year at their zoned school. Approved transfers will be effective no later than Tuesday, **September 5, 2023**.
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*  
**478-988-6395**

