



Administrative Guidelines

Department: Academics (OAAP)

Policy: JBCA

Topic: Enrolling Transfer Students

Revised: October 2019

PROCEDURE

The following procedures are to be used when enrolling transfer students in grades K-8:

- The guardian must present a copy of the withdrawal form from the previously attended school, a copy of a progress report or report card, and proof of all immunizations and exams as required by Georgia law.
- Principals or designees may provisionally enroll a student in the absence of a withdrawal form and progress report or report card, if the guardian signs a request for records form.
- Students may not be provisionally enrolled if they do not have proof of required immunizations unless they are transferring from an out-of-state school. If students are transferring from an out-of-state school, the guardian should provide proof of immunizations from the transfer state until the proof required by Georgia law is obtained.
- The guardian must provide a document that indicates proof of residency within the Marietta City School for which the student is enrolling.

The following procedures are to be used when enrolling transfer students in grades 9-12:

- The guardian must present a copy of the withdrawal form from the previously attended school, a copy of a progress report or report card, and proof of all immunizations and exams as required by Georgia law.
- The guardian must provide an official copy of the student's academic transcript, disciplinary record, and withdrawal form from the previously attended school.
- Principals or designees may provisionally enroll a student in the absence of a withdrawal form and progress report or report card, if the guardian signs a request for records form.
- Principals or designees shall request a copy of the student's academic transcript and disciplinary record from the previously attended school within five (5) days of the student's conditional enrollment. If the records

are not received with ten (10) days of the receipt of request, the principal or designee shall contact the school by telephone to inquire as to the delay in sending the records.

- The records release form signed by the guardian must disclose whether the student has ever been adjudicated guilty of committing one of the designated felonies as defined in O.C.G.A. §15-11-63 or listed below:
 - Murder
 - Voluntary Manslaughter
 - Rape
 - Aggravated Sodomy
 - Aggravated Child Molestation
 - Aggravated Sexual Batter
 - Robbery
- The guardian must disclose on the release form whether said student is serving a suspension or expulsion, the reason for such suspension or expulsion, and the term of such suspension or expulsion.
- If a student has been conditionally admitted and is later found to be ineligible due to adjudication, suspension, or expulsion, the student shall be withdrawn from school until such time as he or she becomes eligible.