



Muscogee County School District

2960 Macon Road Columbus, GA 31906

For Immediate Release

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Release Date: May 31, 2016

MEDIA RELEASE

Open Seat Transfer (OST) Application Process Replaces HB 251

(Columbus, GA)-The Muscogee County School District, through a state-approved waiver, is no longer required to offer parents the option of a House Bill 251 (HB 251) Transfer. Instead, the school system is replacing HB 251 with an Open Seat Transfer (OST).

Applications for OST requests are accepted Wednesday, June 1 – Wednesday, June 15, 2016, by 5:00 p.m. Parents and guardians may complete and submit an electronic request online by accessing the OST link at www.muscogee.k12.ga.us. Hard copies of the OST application are also available at all schools in the Muscogee County School District (MCSD) and the Central Registration Office, which is located at 2960 Macon Road. The OST process allows parents to choose a school for their child in the district other than the school of assignment. Students are selected through a lottery process if space is available at the requested location. Transportation is not provided. Appeals are not allowed.

Four system-wide magnets and charter schools *are not eligible* for OST requests: Britt David Elementary Magnet Academy, Clubview Elementary, Columbus High School, and Wynnton Arts Academy.

Parents who are interested in applying must complete and submit an OST Request form electronically or return a completed hard copy to the Muscogee County Public Education Center (Division of Student Services), which is located at 2960 Macon Road, by 5:00 p.m. on Wednesday, June 15, 2016.

Parents may also determine the school of assignment by accessing the [School Locator](https://locator.muscogee.k12.ga.us/Locator/) (<https://locator.muscogee.k12.ga.us/Locator/>). Type the street address in the

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online field of the school locator to see the school of assignment (elementary school, middle school or high school). School assignments are determined by the legal home address of the parent or legal guardian.

Any high school student requesting an OST shall be subject to the eligibility requirements of the Georgia High School Association (GHSA). Parents should consider student athletic eligibility before applying and before transfer decisions are finalized. In addition, parents and guardians are encouraged to speak with the principal at the current school of assignment before requesting a transfer.

For more information, access the district's website, contact the zone school of assignment, or the Central Registration Office, (706)-748-2222. Media representatives should contact the Department of Communications.

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Dear Parent or Guardian: The Muscogee County School District (MCSD) offers several student transfer options. The attached form is required when a request has been made for an Open Seat Transfer. If you are seeking a transfer through the provisions of Senate Bill 10, please read item 8 below carefully. Please review the information below carefully before submitting it, and if you have any questions about the process or the form, please contact: Devon Tucker, Open Seat Transfer Liaison, 706-748-2000.

Information about Open Seat Transfer Requests:

1. Open Seat Transfer (OST) requests are considered on a case-by-case basis. Determinations about Open Seat Transfers are based on space availability at the requested school and facilitated by a lottery process. Approvals and disapprovals will be communicated by phone or email to the requesting parent or legal guardian no later than July 15th.
2. Open Seat Transfer requests cannot be granted for the following schools:
 - Britt David Elementary Magnet Academy
 - Clubview Elementary School
 - Columbus High School
 - Wynnton Arts Academy
3. Open Seat Transfer requests will be automatically denied when:
 - a. There are not available seats at the requested school due to class size restrictions.
 - b. The MCSD cannot accommodate all siblings.
4. NO APPEALS for Open Seat Transfer decisions will be granted.

5. **TRANSPORTATION:** Transportation is not provided by the MCSD once an Open Seat Transfer is approved. By initialing below, the parent /guardian is indicating understanding and agreement that transportation will not be provided. By initialing below, s/he is agreeing to waive any transportation provided by the MCSD and / or required by the relevant student's Individualized Education Program (IEP), and to amend the relevant IEP to remove transportation.

Please initial here _____ to show that you have read and are in agreement with the transportation requirements listed above. You are indicating that you understand that if an open seat transfer is granted, your child will not be transported by the MCSD.

6. Students who display disruptive behavior and/or excessive tardiness and absences may be subject to reassignment to their home school.
7. Students who are granted Open Seat Transfers may lose eligibility to participate in Georgia High School Association (GHSA)-governed activities such as Athletics and Literary Events. This is particularly likely where a high school student has already attended another high school in the school district. Parents / guardians / students should become familiar with GHSA regulations and their impact on the student prior to seeking a transfer.
8. Senate Bill 10 (SB10) creates the Georgia Special Needs Scholarship. This is a parental choice program for special needs students attending Georgia public schools who are served under an IEP. SB10 transfers are not being accepted for the 2016/17 school year. If you are seeking to transfer a student from one MCSD school to another using the provisions of SB 10, please use this application to request a school change.
 - a. SB10 requests to transfer to private schools are processed by the Georgia Department of Education. For more information, please contact the GaDOE: Aquanda Cummings / Phone: 404-656-4328 / Email: acummings@doe.k12.ga.us

By signing below, I acknowledge that I have reviewed and understand the policies and information contained above.

(Date)

(Signature of Parent or Legal Guardian)

Please Print Legibly
Do Not Erase

Muscogee County School District
Parent Request for Open Seat Transfer

Name _____ Birthdate _____ Sex: Male _____ Female _____
(Last) (First) (Middle)

2016-2017 Zoned School _____ 2016-2017 Requested School _____ Assigned grade _____

Is student in Special Education classes? ___Yes ___No If yes, what kind? _____
*By signing and submitting this form, the parent / guardian named above is certifying that s/he is agreeing to waive any transportation provided by the relevant student's Individualized Education Program (IEP), and to amend the relevant IEP to remove transportation.

Parent/Legal Guardian:

Name _____ Telephone No. _____

Street Address _____ City _____ State _____ Zip _____

Email Address _____

(Date)

(Signature of Parent or Legal Guardian)