

**Laurens County Board of Education**  
**School-to-School Transfer Request Procedures**

(Eligibility Requirement: Student must currently be enrolled in a Laurens County school.)

467 Firetower Road, Dublin, GA 31021

478-272-4767

[www.lcboe.net](http://www.lcboe.net)

HB 251 – Implementation Procedures

1. Parents of Laurens County School System students will be notified of HB251 by June 22<sup>nd</sup> annually and provided with a preliminary list of LCBOE schools based on existing data.
2. LCBOE Parents may get an “*LCBOE School-to-School Transfer Request Application*” from the Laurens County Board office at 467 Firetower Road, or may download a copy from the website ([www.lcboe.net](http://www.lcboe.net)), or from the LCBOE school where the student is currently enrolled.
3. *LCBOE School-to-School Transfer Request Applications*, must be postmarked or delivered by July 26, 2019 to:  
  
Mrs. Julie Dyar  
Laurens County Board of Education  
467 Firetower Road, Dublin, GA 31021.
4. LCBOE School-to-School Transfer Request Applications will only be accepted through July 26, 2019. After the July 26<sup>th</sup> deadline, applications will be NOT be accepted for the remainder of the school year.
5. Preliminary Classroom Availability will be determined by a school’s anticipated enrollment at the close of each school year and will be posted for the on the system website. Final Classroom Availability will be determined based upon the enrollment as of July 20, 2019. Schools and/or grade levels may be removed or added after this date due to student enrollment.
6. In the event the number of transfer requests exceeds the available capacity in the particular school, requests will be approved or denied based on the basis of a drawing process conducted at the Laurens County Board of Education.
7. Parents will be notified of the approval or denial of their request by July 31, 2019.
8. Approved transfers are eligible to begin the first day of school pending the completion of the enrollment paperwork at the school.
9. 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.