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DISTRICT ADMINISTRATIVE RULE

JBC-R School Admissions/Withdrawals

~~10/15/20~~ **x/x/21**

GSBA Reference: JBC (School Admissions)

1 **RATIONALE/OBJECTIVE:**

2
3 The Cobb County School District (District) serves the students who are eligible to attend the
4 District's schools. The District will adhere to all requirements regarding student enrollment,
5 including those in Georgia law and State Board Rules such as 160-5-1-.28 and 160-5-1-.07.

6 **RULE:**

7 **I. ADMISSIONS:**

8 **A. ENROLLMENT ELIGIBILITY:**

9
10 The District shall admit into its schools students who reside primarily within the District with a
11 parent, guardian, or other person having control or charge of a student (see section D below)
12 and who meet all other qualifications of this rule (enrolling adult). Other than students
13 specifically exempted by rule or by law, **these categories of** eligible students **may** include:

14
15 1. **Department of Human Services (DHS), Department of Behavioral Health and**
16 **Development Disabilities (DBHDD), or Department of Juvenile Justice (DJJ):**

17 Any minor who is in the physical or legal custody of the DHS, DBHDD, or DJJ or any of
18 their divisions and is physically present within the geographical boundaries of the District.
19 The District shall immediately enroll a student in the physical or legal custody of DHS, DJJ,
20 or a student placed by the DHS, DBHDD, or DJJ in a residential facility located within the
21 District's jurisdiction, pursuant to O.C.G.A. § 20-2-133(b).

22
23 2. **Foster Care:**

24 Any minor housed pursuant to court order in a foster care home which is located within
25 the District. If placed by DJJ, the student shall be enrolled in his/her home school, as
26 opposed to an alternative educational setting, unless the Case Management Consultation
27 Team concludes that the best placement for the child would be the alternative setting (see
28 section I(C)(9), below). Any placement made pursuant to an individualized education
29 program team shall take precedence.

30
31 3. **Homeless Students:**

32 Any minor who is a homeless child or youth, including homeless unaccompanied youth.
33 Refer to the Administrative Rule JBC(1)-R (Homeless Students).

34
35 4. **Children of Employees:**

36 Any minor whose parent or court-appointed guardian is an employee, other than
37 temporary or substitute employees, of the District (see Administrative Rule JBCD-R
38 [Transfers]).

39
40 5. **Emancipated Minors or Students 18+:**

41 Any student between the age of eighteen and maximum age of enrollment (refer to
42 Section B[6] and B[7]), or minor under the age of eighteen who resides in the District and
43 who is no longer under the control or authority of his/her parents/guardians by operation
44 of law (validly married or as otherwise prescribed by law) or as granted by a juvenile court
45 judge.

46
47 6. **Military Dependents:**

a. Special power of attorney relative to the guardianship of a child of an active-duty
military family and executed under applicable law shall be sufficient for the purposes of

48 enrollment and all other actions requiring parental participation and consent. (This will
49 affect students whose parents are deployed and the military childcare plan places the
50 child with someone other than the natural parent.)

- 51 b. A transitioning military child, placed in the care of a non-custodial parent or other
52 person standing in loco parentis who lives in a jurisdiction other than that of the
53 custodial parent, may continue to attend the school in which he or she was enrolled
54 while residing with the custodial parent. (The person in charge of the child is
55 responsible for transportation to and from school if the school is out of district or the
56 attendance zone.)

57 7. **Home Study and Private School Students:**

- 58 a. **Pursuant to 10 U.S. Code § 2031, home study students are eligible for limited**
59 **high school enrollment in specific Junior Reserves Officers' Training Corp**
60 **courses.**
- 61 b. **Pursuant to O.C.G.A § 20-2-319.6, home study students are eligible for limited**
62 **middle and high school enrollment in order to participate in extracurricular**
63 **and/or interscholastic activities, subject to participation requirements as**
64 **outlined in law.**
- 65 c. **Pursuant to O.C.G.A. § 20-2-319.5, home study and private school students**
66 **are eligible for limited high school enrollment in specific college and career**
67 **academy courses, subject to participation requirements as outlined in law.**

- 68 8. ~~7.~~ Other students determined to be eligible for enrollment by the Director of Student
69 Support and the **appropriate** Level Assistant Superintendent.

70
71 **B. ENTRANCE AGE:**

- 72 1. All Georgia resident students shall have attained the age of five (5) on or before
73 September 1 in order to be eligible for admission into the kindergarten program (see
74 section C below).
- 75 2. All Georgia resident students shall have attained the age of six (6) on or before September
76 1 in order to be eligible for admission into first grade (see section C below).
- 77 3. Upon completion and verification of Form JBC-1 (K-1 Out-of-State/Out-of-Country
78 Verification), students who were legal residents of one or more other states or countries
79 for a period of two years immediately prior to moving to Georgia, were legally enrolled in a
80 public kindergarten or first grade, or a kindergarten or first grade accredited by a state or
81 regional association, or the equivalent thereof, will attain the age of five for kindergarten
82 or six for first grade by December 31 and is otherwise eligible for enrollment under State
83 Board Rule and this Administrative Rule will be eligible for admission.

84 NOTE: All children enrolled for 20 school days or more prior to their seventh
85 birthday shall become subject to the provisions of the compulsory school
86 attendance law (O.C.G.A. §§ 20-2-690 through 20-2-701) and Administrative Rule
87 JB-R (Student Attendance) and cannot be withdrawn except as provided in Section
88 II, Withdrawals, below. (O.C.G.A. § 20-2-150)

- 89 4. Transferring students who are children in the household of a full-time duty status member
90 of the active uniformed services of the United States, including members of the National
91 Guard and Reserve on active duty orders shall be allowed to enroll at the same grade level
92 from an accredited school regardless of age.
- 93 5. Students who have been enrolled in and successfully completed first grade at a public
94 school or a private school accredited by a state agency (i.e., SACS/AdvancEd) will be
95 eligible for enrollment in second grade.
- 96 6. All youth who have not attained the age of 21 by September 1 are eligible for enrollment
97 in appropriate education programs, unless they have received a high school diploma or the
98 equivalent. Students that have dropped out of school for one quarter or more are eligible
99 to re-enroll unless they attain the age of 20 by September 1.
- 100 7. All youth who are classified as a student with disabilities are eligible for enrollment in
101 appropriate education programs from age three (3) until age 22 unless they have received
102 a regular high school diploma, provided they were enrolled during the preceding school
103 year and had an approved Individualized Education Program (IEP) which indicated that a
104 successive year of enrollment was needed.
- 105 8. Guidelines for students enrolling from Home Study programs are contained in the
106 Administrative Rule JBC(2)-R (Home Study).

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C. ENROLLMENT REQUIREMENTS AND PROCEDURES:

Other than students specifically exempted by rule or by law, all students enrolling for the first time in Cobb County School District shall receive full status as students when the following requirements are fulfilled:

1. **Health Certifications** (See Administrative Rule JGC-R [School Health Services]):
 - a. Georgia Department of Public Health Form 3231 "Certificate of Immunization" is on file. The principal or designee will grant the enrolling person a thirty (30) calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for thirty (30) calendar days from the date the waiver is granted for a justified reason. Upon expiration of the waiver, the student shall not be permitted to attend the school unless the student submits a certificate of immunization. It is the responsibility of the enrolling adult to have the required form in to the school within the thirty (30) day period (Form JBC- 3b).
 - b. Georgia Department of Public Health Form 3300 "Certificate of Ear, Eye and Dental Examinations" for kindergarten and first year students; (first year students include any students new to Georgia public schools, including students coming from private schools) is on file. The principal or designee will grant the enrolling person a thirty (30) calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for thirty (30) calendar days from the date the waiver is granted for a justified reason. This waiver may be extended to a total of ninety days pursuant to Georgia Department of Public Health Rule 511-5-6-.02. Upon expiration of the waiver, the student shall not be permitted to attend the school unless the student submits form 3300. It is the responsibility of the enrolling adult to have the required form in to the school within the waiver period (Form JBC-3c).
 - c. Questions concerning religious waivers for immunizations and screenings for dental, hearing and vision should be referred to the student support office. Religious waivers (Form JGC-4 and/or Form JGC-4b) are to be completed at the school and placed in the student's permanent record.

2. **Proof of Birth Date:**

Unless exempted by law or State Board of Education rules, before admitting any individual to a state-funded Georgia school or program, the principal or designee shall require evidence of the individual's date of birth. Evidence shall be accepted in the order set forth below:

- a. Kindergarten, first grade, and students new to Georgia must present proof of birth date prior to entry into the District. This shall also apply to students transferring into the District during the year. Once a student has been enrolled in any publicly-funded Georgia school, provided one of the following evidences of date of birth has been provided and recorded in the Georgia Testing Identifier application, further proof of age is unnecessary.
- b. **Acceptable Evidence:**

The school will accept evidence in the order set forth below that shows the student's date of birth:

 - (1) A copy of a birth certificate, a certified hospital-issued birth record or birth certificate;
NOTE: For legal identification and diploma/graduation/scholarship requirements, a copy of a birth certification is preferred.
 - (2) A military ID;
 - (3) A valid driver's license;
 - (4) A passport;
 - (5) An adoption record;
 - (6) A religious record signed by an authorized religious official;
 - (7) An official school transcript;
 - (8) An affidavit of age sworn to by the enrolling adult accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct; or
 - (9) The principal or designee may grant the enrolling person a thirty (30) calendar day waiver if requested, which will permit the student to be provisionally enrolled in the

166 District for thirty (30) calendar days from the date the waiver is granted for a
167 justified reason (Form JBC- 3a). Form JBC-3a may only be accepted if accompanied
168 by a copy of the request made to the appropriate agency regarding obtaining
169 documentation of the student's date of birth. Upon expiration of the waiver, the
170 student shall not be permitted to attend the school unless the student submits
171 proof of birthdate. It is the responsibility of the enrolling adult to have the required
172 form in to the school within the thirty (30) day period.

- 173 c. **Record Retention:** Upon presentation of one of the above evidences, a copy of the
174 document shall be placed in the student's record and the original returned to the
175 parent/guardian/person having control or charge of a student.

176 3. **Proof of Residency:**

177 Residency, as defined by the Georgia Board of Education rule 160-5-1-.28, shall mean the
178 place where the student lives with the enrolling adult, unless the student is an
179 emancipated minor. The student must be an occupant of a dwelling located within the
180 school system boundaries, and proof of residence in the attendance zone in which the
181 school is located shall be required when a student enrolls in a school and whenever a
182 change of residence occurs unless the student is homeless. (see Board Policy JBC[1])
183

184 In order for a student to be admitted in the District, the person enrolling the student shall
185 provide proof of residency within the District.

- 186 a. Proof of residency shall be provided to the principal or designee when the student
187 seeks initial enrollment in the District.
- 188 b. In order to verify residency within the District, two or more of the following items (no
189 more than one from each category) shall be presented to the principal or designee:
190 (1) Home ownership documentation. Acceptable documentation may include home
191 ownership title, closing documents, tax statement, mortgage agreement, or
192 monthly mortgage statement, in the name of the enrolling adult or spouse living at
193 the same residence for the location of the legal residence;
194 (2) Lease or rental agreement consisting of written evidence that a current valid
195 agreement exists. Also to be included with this agreement shall be the name,
196 address, and/or telephone number of the lessor;
197 (3) Current utility (gas, power, or water) monthly statement which evidences the
198 location of the legal residence;
199 (4) Any other document(s) that will provide evidence of an intent to remain at the
200 location of legal residence within the geographic boundaries of the District.
- 201 c. In the event none of the above documentation exists or the documentation submitted
202 is insufficient to verify a legal residence within the District, the principal or designee
203 shall require the enrolling adult claiming residency to complete a statement of legal
204 residence (Form JBC-2) which includes an affidavit of enrolling adult. The principal or
205 designee may also require the certification of the residence owner/lessor/legal
206 occupant. The principal may also require proof of residency (see 3.b. above) from the
207 owner/lessor/legal occupant. The statement should be notarized and signed by the
208 enrolling adult and signed by the owner/lessor/legal occupant.
- 209 d. At the discretion of the principal or designee, if evidence of a enrolling adult's residence
210 within the District is still insufficient, the principal or designee shall submit a referral to
211 the school social worker. The School Social Work Department will take whatever legal
212 steps are necessary to verify the enrolling adult's residence within the District. Such
213 steps may include, but are not limited to, investigation by the school social worker,
214 completion of the certification of residence by owner/lessor/legal occupant (Form JBC-
215 2), and report of status of the investigation to the referring school for proper action.
216 Students whose residency cannot be verified may be withdrawn from the school until
217 such time as the parent can provide the required documentation.
- 218 e. Any student whose enrolling adult is not residing within the District at the time the
219 student applies for enrollment shall nonetheless be considered a resident for purposes
220 of enrollment if:
221 (1) The enrolling adult provides to the principal or designee documents evidencing that
222 he/she shall be a resident of the District within thirty (30) calendar days from the
223 date of enrollment (Form JBC-3d).

- 224 (2) The parent or guardian is on active duty in the United State armed forces and has
225 received official military orders to transfer into or within Georgia. Students shall be
226 eligible for enrollment, in the same manner and time as for students residing within
227 the District, in the school of the attendance zone with which he/she will be residing,
228 or in a District school authorized pursuant to O.C.G.A. § 20-2-295, prior to
229 physically establishing residency within the District, upon presentation of a copy of
230 the official military order to the District.
- 231 (3) Any student enrolled in a high school pursuant to item 3.e.(1) above shall not
232 receive performance eligibility until the high school principal or designee is provided
233 proof (see item 3.b. above) that the student is living within the geographic
234 boundaries of the District.

235 f. **Loss/Change of Residency:**

- 236 (1) The enrolling adult shall notify the school immediately if any change in residence
237 occurs.
- 238 (2) Students who cease to be a resident of the District or move to another school
239 attendance zone within the District may be eligible to submit an application for
240 transfer to remain with their home school for a limited time. Refer to Administrative
241 Rule JBCD-R (Transfers).

242 4. **Social Security Number:**

- 243 a. No student shall be denied enrollment in the District for failing to provide his/her Social
244 Security number or for declining to apply for a Social Security number. Providing a
245 Social Security number is voluntary.
- 246 b. The enrolling adult will provide an official copy of the student's Social Security number.
247 An enrolling adult who objects to the incorporation of the Social Security number into
248 the school records of a child may waive the requirement by signing a notarized
249 statement objecting to the requirement (Form JBC-4). This statement shall be retained
250 in the student's permanent folder. Additionally:
- 251 (1) The communication of this information will be in a language appropriate for the
252 enrolling adult and student.
- 253 (2) The school shall:
- 254 (a) If needed, provide forms for making application for a Social Security number or
255 for waiving the request; and
- 256 (b) Ensure that student Social Security numbers are treated in the same
257 confidential manner as all other records and in accordance with the Family
258 Educational Rights and Privacy Act (FERPA) which includes withholding student
259 Social Security numbers from the U.S. Citizenship and Immigration Services.
- 260 (c) Assign a temporary identification number to a student who is applying for a
261 Social Security number, or a permanent student identification number if a Social
262 Security number will not be provided.

263 5. **Transfer Records:**

264 a. **Students transferring from another school system:**

265 Students enrolling from other school systems shall be admitted upon presentation of a
266 withdrawal form from the previous school and/or verification of academic status and
267 eligibility for enrollment. They shall receive full status as students when:

- 268 (1) A valid transcript of work completed is received directly from the previous school
269 attended. A Form JBC-8 (Authorization to Release Records) is to be completed at
270 the time of enrollment.
- 271 (2) Tests deemed necessary by school officials for proper grade placement have been
272 completed.
- 273 (3) Clearance of the records of the previous school is completed.

274 b. **Students transferring from another Cobb County School District school:**

275 Students transferring from one CCSD school to another within the District must obtain
276 an official withdrawal form from the previous school if the enrolling adult seeking to
277 enroll the student is different from the enrolling adult from the previous school.
278 However, other records (i.e. health certifications, proof of birth, etc) are not required
279 as this data is accessible in the District's database. Students who do not return
280 books/materials issued from the previous school will be charged for those items until
281 returned in good condition.

282 6. **Discipline Records/Status:**

- 283 a. Any student desiring to enter the District must be eligible for attendance at the school
284 system where last attended, and not be subject to a current disciplinary order that
285 would prevent enrollment. Form JBC-9 (Disclosures Required for Conditional
286 Admission) shall be completed at the time of enrollment.
- 287 b. The District may request the discipline record of any student entering the District.
- 288 c. Any student who is enrolling in the District for the first time in grades seven or higher
289 must provide a certified copy of his/her scholastic and discipline record from the school
290 previously attended. In lieu of providing a copy of a discipline record and transcript,
291 the student may be admitted on a conditional basis by submitting a properly executed
292 release authorizing the District to obtain such information from the school previously
293 attended.
- 294 d. Students who have been assigned to an alternative school by a public school system or
295 suspended/expelled from another public school in this or any other state, a private
296 school from this state or an alternative school within any public school system may be
297 assessed for acceptance into the District only after their records have been cleared
298 through the student support office. Documentation of the assignment to alternative
299 school or suspension/expulsion from the previous school must be provided to the
300 student support office.

301 **7. Data Entry:**

302 Student entry information should be entered directly into the computer no later than the
303 day after a student enrolls in a District school.

304 **8. Custodial Documents:**

305 The District may request proof of custody in situations involving multiple adults claiming
306 control of the same student.

307 **9. Case Management Consultation:**

- 308 a. A Case Management Consultation (CMC) is a consultation by a school social worker or
309 case manager in which a process is used to discover whether any transition problems
310 exist and whether any services are necessary for a child placed by the DHS or DJJ.
311 b. The CMC process will be utilized each time a DHS or DJJ-placed child enrolls in a new
312 school.

313 **10. End-of-Year Enrollment:**

314 Students may enroll at any time during the school year except the last five days of school.
315 Students who seek to enroll during the last five days of school may be asked to schedule a
316 later appointment to enroll for the following school year.

317 **D. PERSON OTHER THAN A PARENT/GUARDIAN ENROLLING A STUDENT:**

318 In order to enroll a child, a person other than the parent or guardian must be an adult of at
319 least 18 years of age or an emancipated minor at least 16 years of age residing within the
320 boundaries of the District. The enrolling person must stand in loco parentis (i.e., to assume
321 the duties and responsibilities of a parent such as providing food, shelter, clothing or medical
322 care).

- 324 1. Although not required for enrollment, guardianship can be obtained by contacting the Cobb
325 County Probate Court (Court) located at 32 Waddell Street, Marietta, Georgia 30090,
326 (770-528-1900). Information regarding this process is also available online at
327 <http://www.gaprobate.org>. The Court may require a fee for this process, but no fee will be
328 required if an affidavit of indigence is filed with the Court (see O.C.G.A. § 15-9-61).
- 329 2. Pursuant to the Supporting and Strengthening Families Act (the "Act"), O.C.G.A. § 19-9-
330 120, *et seq.*, a parent of a child may delegate caregiving authority regarding such child to
331 an individual who is an adult, who resides in Georgia, and who is the grandparent, great-
332 grandparent, stepparent, former stepparent, step-grandparent, aunt, uncle, great aunt,
333 great uncle, cousin, or sibling of such child or is a nonrelative who is approved as an agent
334 by a child-placing agency or a nonprofit entity or faith based organization for a period not
335 to exceed one year, except as provided in O.C.G.A. § 19-9-132, by executing a power of
336 attorney in substantial compliance with the Act.
- 337 3. Under the Caregiver Educational Act, O.C.G.A. § 20-1-14 *et seq.*, a kinship caregiver is
338 authorized to enroll a child whom is residing with the kinship caregiver.
- 339 a. The student must live with the enrolling person full-time due to one of the following
340 reasons applying to the parent or legal guardian:
341 (1) Loss or abdication of the ability to care for such child;

- 342 (2) Being unable to provide care due to the death of the other parent;
343 (3) Serious illness or terminal illness;
344 (4) Physical or mental condition such that proper care and supervision of the child
345 cannot be provided;
346 (5) Incarceration;
347 (6) Loss of inhabitability of the student's home as the result of a natural disaster;
348 (7) Period of active military duty exceeding 24 months; or
349 (8) Cannot be located.
- 350 b. The enrolling party must have control and charge of the child, 24 hours per day and 7
351 days per week. The request to enroll the student cannot be primarily related to the
352 desire to attend a particular school in the District, nor may the request be for the
353 purpose of participating in athletics at a particular school, or for any other similar
354 purpose.
- 355 c. If the person presenting the student for enrollment is not that student's
356 parent/guardian, the school will require the enrolling person to fully complete a Kinship
357 Caregiver Affidavit (Form JBC-14) as part of the enrollment process. In accordance
358 with State law, the affidavit must be renewed annually (at the beginning of each school
359 year).
- 360 d. Upon submission of a Kinship Caregiver Affidavit, the kinship caregiver shall serve as
361 the school's point of contact.
362

363 **E. TEMPORARY ADMISSION:**

364 Other than students specifically exempted by rule or by law, students with inadequate proof of
365 birth date or residence will be considered for temporary admission awaiting necessary
366 documentation. Temporary admission may be granted by the principal per the following
367 guidelines:

- 368 1. If granted, the temporary admission shall be for thirty (30) calendar days from the date
369 granted;
- 370 2. Prior to granting the temporary admission, the adult enrolling the student shall provide the
371 principal or designee a copy of their letter to the appropriate agency requesting a birth
372 certificate or other documentation of the student's date of birth. Parents/guardians who
373 need information concerning local birth certificates should call the local health department
374 the Bureau of Vital Statistics.
- 375 3. If acceptable documentation is not submitted to the school within the thirty (30) calendar
376 day temporary admission period, the student shall be subject to withdrawal. The person
377 who enrolled the student will be notified at least ten (10) calendar days prior to withdrawal
378 of the student.
- 379 4. Students pre-registering are not eligible for Temporary Enrollment until the beginning of
380 the attendance period of the school term for which the student is enrolling.
- 381 5. Provisions regarding transfer of discipline actions or felony convictions for students in
382 grade 7 and above will take precedence over any Temporary Enrollment.
383

384 **F. IMMIGRANT STUDENTS:**

385 The District is not responsible for making determinations regarding visa and immigration
386 status. Schools shall enroll immigrants/non-visa-holders who meet age and residency
387 requirements and shall not inquire about their legal status. See also Administrative Rules
388 LDD-R (Federal Government) and JQK-R (Exchange Students).
389

390 **G. HOMELESS STUDENTS:**

391 The District follows the admission and withdrawal requirements for homeless students under
392 the McKinney-Vento Homeless Assistance Act. Refer to Administrative Rule JBC(1)-R
393 (Homeless Students).
394
395

396 **II. WITHDRAWALS:**

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398 The following procedure shall be used for the withdrawing of students from the District:
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400 **A. ENROLLING ADULT:**

- 401 1. A student should generally be withdrawn by the person who enrolls them.
402 2. The parent/guardian/person who enrolled the student may provide the school with written
403 permission for another person to withdraw a child.
404

405 **B. WITHDRAWAL WITHOUT PARENT/GUARDIAN PERMISSION:**

406 The District will withdraw, without parental permission, a student who is not receiving
407 instructional services from the District through hospital/homebound instruction and:

- 408 1. Who has accumulated ten (10) or more consecutive days of unexcused absences. The
409 principal or designee will:
- 410 a. Withdraw the student effective the last day the student was in attendance;
 - 411 b. Will notify the enrolling adult of the planned withdrawal via certified letter, return
412 receipt requested;
 - 413 c. Notify the special education office if the student is in special education;
 - 414 d. Notify the homeless liaison if the student is identified as homeless;
 - 415 e. Notify the school social worker; and
 - 416 f. Allow a student who has been withdrawn for attendance purposes to re-enroll if
417 permitted by applicable authority and he/she seeks to do so.
- 418 2. Whom the District learns has been enrolled in another school, school system, private
419 school or home study program. The school will follow the acceptable forms of
420 documentation permitted by State Board Rule 160-5-1-.28 when using withdrawal codes
421 that are associated with students who have been transferred.
- 422 a. In the event that a child is withdrawn from a public school to attend a home study
423 program and does not have a Home School Program Declaration of Intent filed
424 pursuant to O.C.G.A. §20-2-690 within 45 days of such withdrawal, the school shall
425 refer the matter to the Division of Family and Children Services of the Department of
426 Human Services to conduct an assessment. The purpose of such referral and
427 assessment shall be limited to determining whether such withdrawal was to avoid
428 educating the child. Presentation of a copy of such filed declaration shall satisfy the
429 assessment, and the Division of Family and Children Services shall immediately
430 terminate the assessment under this Code section.;
- 431 3. Whom the District has validated no longer resides in the school's attendance zone. The
432 principal or designee will use his/her best efforts to notify the parent/guardian or other
433 person who has charge of a student if the District plans to withdraw the student. If an
434 address is known, notification shall be by certified mail, return receipt requested.; or
- 435 4. Who is not in attendance on the first day of school but was expected based on prior year
436 enrollment (such student shall be withdrawn as a "no-show" student and shall not be
437 included in any enrollment or attendance counts).
438

439 **C. DATA ENTRY:**

- 440 1. The principal or designee shall record the reason for withdrawal in the local or state
441 student information system.
- 442 2. Schools will adhere to all data entry requirements, as well as documentation of the
443 reasons to support student withdrawal, contained in State Board Rules 160-5-1-.28 and
444 160-5-1-.07 and associated guidelines and resources.
- 445 3. The student's withdrawal date will be the last day of attendance or the day the District
446 validates that the student no longer resides in the school's attendance zone.
447

448 **D. PROHIBITIONS:**

449 Students shall not be withdrawn:

- 450 1. As a consequence for academic performance or disciplinary infractions (unless student is
451 subject to the provisions of O.C.G.A. § 20-2-751.2);
- 452 2. As a result of excused absences; or
- 453 3. As a result of homelessness (see Administrative Rule JBC(1)-R [Homeless Students]).
454

455 **E. EIGHTEEN-YEAR-OLDS:**

456 An eighteen-year-old student may withdraw himself/herself from school. An attempt should be
457 made to notify the parent/guardian if the student resides with them.
458

459 **F. PROCEDURES:**

460 Form JBC-12 (Student Withdrawal Form) and Form JBC-12b (Student Enrollment/Withdrawal
461 Verification) must be completed at the time of withdrawal.

- 462 1. The withdrawal form must be signed by designated school personnel to complete the
463 withdrawal process.
- 464 2. Teachers, media specialists, and other appropriate persons necessary must sign the form
465 and fill in information in regard to attendance, grades, conduct, and other necessary
466 information. If a student is under suspension on the date of the withdrawal, the terms of
467 the suspension will be noted on the withdrawal form. Students with ongoing disciplinary
468 procedures will not be withdrawn by the school. This includes, but is not limited to, a
469 scheduled (not waived) disciplinary hearing or a pending disciplinary investigation. Should
470 a student be withdrawn with a pending disciplinary matter, the hearing may go forward
471 with or without student participation.
- 472 3. The original copy of the withdrawal form shall be given to the student, and one copy shall
473 be filed in the counselor's office.

474

475 **G. DROP OUTS:**

476 An un-emancipated minor between the ages of 16 and 18 years old who has not completed
477 the requirements for graduation, may withdraw from enrollment in school, or "drop out", after
478 the following criteria have been met:

- 479 1. The child's parent/guardian provides the principal or designee with written notice (Form
480 JBC-10 [Parent/Guardian Permission for Voluntary Student Withdrawal From School]) of
481 his/her agreement with the child's withdrawal.
- 482 2. Upon receiving the parent/guardian's written permission to withdraw the child, the
483 principal or designee shall convene a conference with the child and his/her
484 parent/guardian within two (2) school days of the receipt of the written notice.
- 485 3. During the conference, the principal or designee shall make a reasonable attempt to share
486 with the student and parent/guardian:
 - 487 a. The educational options available, including the opportunity to pursue a general
488 educational development (GED) diploma.
 - 489 b. The consequences of not having earned a high school diploma, including lower lifetime
490 earnings, fewer jobs for which the student will be qualified, and the inability to avail
491 oneself of higher educational opportunities.

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493

494 Adopted: 8/10/05

495 Revised: 6/14/06; 6/13/07; 8/8/07; 4/16/08; 9/9/09; 1/14/11; 6/8/11; 8/8/12

496 Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JF)

497 Revised: 7/1/15; 9/23/16; 10/31/16; 7/20/17; 9/19/19; 10/15/20; **x/x/21**

498

499 Legal Reference

500 O.C.G.A. 20-2-751.2	Students subject to disciplinary orders of other schools
501 O.C.G.A. 15-11-200	Definitions - Emancipation of minors
502 O.C.G.A. 15-11-201	Emancipation
503 O.C.G.A. 15-11-202	Minors seeking emancipation
504 O.C.G.A. 20-2-294	Permanent classrooms; student commuting distance; reassignment; cost of transportation
505 O.C.G.A. 20-2-159	Special education services for students in home study programs
506 O.C.G.A. 20-2-71	Placement of twins or higher order multiples in the same classroom
507 O.C.G.A. 20-2-2113	Special Needs Scholarship - Annual notification of options available to parents of special needs students
508	
509 O.C.G.A. 19-9-121	Power of Attorney; Definitions
510 O.C.G.A. 19-9-122	Delegation of authority; hardship
511 O.C.G.A. 19-9-127	Violations
512 O.C.G.A. 19-9-128	Revocation of power of attorney
513 O.C.G.A. 19-9-129	Power of attorney form
514 O.C.G.A. 19-9-123	Powers granted by power of attorney
515 O.C.G.A. 19-9-124	Liability
516 O.C.G.A. 19-9-125	Protection from criminal or civil liability
517 O.C.G.A. 19-9-126	Grant of temporary written permission for emergency services
518 O.C.G.A. 20-2-319.3	Online Clearinghouse Act
519 O.C.G.A. 20-17-2	Interstate Compact on Educational Opportunity for Military Children
520 O.C.G.A. 20-2-133	Free public instruction; exceptions; eligibility; transfer and utilization; funding
521 O.C.G.A. 20-2-150	Eligibility for enrollment
522 O.C.G.A. 20-2-670	Reqs. for transferring students beyond 6th grade
523 O.C.G.A. 20-2-690	Requirements for private schools and home study programs
524 O.C.G.A. 20-2-690.1	Mandatory education for children between 6 and 16

525	O.C.G.A. 20-2-697	Cooperation of principals and teachers with attendance officers and visiting teachers
526	O.C.G.A. 20-2-768	Expulsion/suspension for commission of a felony; alternative education system
527	O.C.G.A. 20-2-770	Rules for nutritional screening and eye, ear, and dental exams of students
528	O.C.G.A. 20-2-771	Immunization of students
529	Rule 160-4-7-.19	Services for Agency-Placed Students
530	Rule 160-5-1-.24	Procedure for Requesting Student Social Security Numbers
531	Rule 160-5-1-.28	Student Enrollment and Withdrawal
532	Rule 160-5-2-.06	Residential Facility Grant
533	Rule 160-5-4-.09	Limited Public School Choice
534	22 USC 2452	Authorization of activities for mutual educational exchange program
535	42 USC 11431	McKinney-Vento Homeless Assistance Act