RATIONALE/OBJECTIVE:

Cobb County School District (District) certificated professional personnel, who wish to terminate employment while under contract, will submit written notification to their immediate supervisor and to the Human Resources Division.

RULE:

RESIGNATION:

1. When an employee wishes to resign from his/her contract, a statement of resignation should be forwarded to Human Resources Division, and include the following information:
   a. Name;
   b. Present address;
   c. School or department assigned;
   d. Position held;
   e. Last day worked;
   f. Reason for resignation;
   g. Forwarding address;
   h. Comments;
   i. Date; and
   j. Signature.

2. Employees who submit a request to resign from a continuing contract for an ensuing year prior to June 15 of the current school year will be allowed to resign.

3. Employees who submit a request to resign after June 15 will be considered on a case-by-case basis.

RELEASE OF EMPLOYEE:

1. The approval of a letter of resignation by either the Superintendent, Human Resources and/or their designee constitutes acceptance of such resignation by the Board and releases the employee and the District from any and all further contractual and/or employment duties and obligations beyond the effective date of resignation.

2. The decision to release an employee from a contract with the District shall be made by the administration on a case by case basis.

3. The District reserves the right to extend the effective date of resignation until a highly qualified replacement can be employed.

EXCEPTIONS:

The Board may deviate from the above guidelines in extreme emergencies.
RATIONALE/OBJECTIVE:

Each Cobb County School District (District) employee is assigned to a position which meets the needs of the District, commensurate with the employee’s training, certification, years of experience and other appropriate factors. During the competitive hiring process, eligible employees may apply for positions in which they are qualified.

RULE:

A. ELIGIBILITY:

In order to minimize disruptions during the school year, transfers will only be accepted for the upcoming school year from the date jobs are posted to June 15, unless otherwise specified by Human Resources. Applicants may only accept one transfer per school year. To apply for a transfer, employees must inform their current principal or supervisor and complete the internal application for the position in which they are interested. Employees with a current overall unsatisfactory annual evaluation rating (e.g., Teacher Keys Effectiveness System Levels 1 and 2), are not eligible to apply for transfer. Transfers are not guaranteed.

To be eligible to apply for a transfer to another location for the next school year, employees must be at the present location for a minimum of two years at time of transfer unless you have been reassigned in the current school year.

B. PROCEDURES:

The following regulations will be observed in regard to transfer of employees:

1. Posting Requirements:

Lists of vacancies and related transfer information shall be posted online on the District’s Web site.

2. Requirements:

To be considered for a transfer, applicants must apply for specific jobs. An internal application must be current and complete, including a current principal/supervisor’s reference, before an applicant will be considered for a transfer.

3. Effective Date:

If approved, the effective date of transfer must be agreed upon by both of the involved principals/supervisors.

4. Appropriate Communications:

Principals/supervisors with vacancies and potential transferees should not communicate until all the required paperwork is complete.

5. Maximum Impact:

The voluntary transfer process shall not create more than ten percent loss in staff in each school program.

C. FAMILY MEMBER LIMITATIONS:

1. Transfer requests that would result in immediate family members working in the same school or division of the District must be pre-approved by Human Resources Division.

Under no circumstances will a transfer request be approved that would result in an
employee being assigned to supervise the activities or evaluate the performance of someone in his/her immediate family.

2. For the purposes of this provision, the term “immediate family” is defined as:
   a. A spouse, child, sibling, parent, or the spouse of a child, sibling or parent;
   b. Any relative living in the household of the employee; or
   c. All step relatives as identified above.

D. DISTRICT PREROGATIVE:
   The Human Resources Division may make exceptions to this rule as it meets the needs of the District.
DISTRICT ADMINISTRATIVE RULE

GBRIB(1)-R  Catastrophic Illness Leave Bank

3/8/17 x/x/23

GBSA Reference: GBRIB(1) Professional Personnel Sick Leave Bank

RATIONALE/OBJECTIVE:

The Cobb County School District (District) provides a Catastrophic Illness Leave Bank for all employees who wish to join.

RULE:

A. GENERAL PROVISIONS:

1. Minimum Participation:
   The Catastrophic Illness Leave Bank (Leave Bank) shall be maintained on a continuing basis provided there is a minimum participation of two hundred (200) employees.

2. Required Contribution:
   Employees who elect to participate shall contribute one (1) day initially and thereafter as requested from their accumulated short term leave account (Administrative Rule GARH-R [Leaves and Absences]).

3. Leave Bank Withdrawal:
   Employees may withdraw sick leave days only within the guidelines established by the Catastrophic Illness Leave Bank Committee and in accordance with this Administrative Rule and applicable Human Resources regulations.

B. CATASTROPHIC ILLNESS LEAVE BANK COMMITTEE:

1. Membership:
   The Leave Bank shall be administered by a Catastrophic Illness Leave Bank Committee (CILBC) consisting of six (6) employees:
   a. Chief Human Resources Officer (or designee);
   b. Executive Director, Employment;
   c. Director, Employment Services;
   d. Benefits Manager;
   e. Certified employee; and
   f. Classified employee.

2. Officers:
   The Chief Human Resources Officer will serve as chair, Executive Director of Employment will serve as vice chair, and Benefits Manager as secretary.

3. Quorum:
   For the CILBC to conduct official business a quorum of CILBC members must be present.

4. Responsibilities:
   The CILBC shall:
   a. Establish guidelines for administering the Leave Bank.
   b. Have the responsibility of receiving, verifying, and approving or denying requests for Leave Bank withdrawals.

5. Guidelines:
   a. The CILBC shall render a decision on all applications received at its next scheduled meeting;
   b. The decision:
      (1) Must reflect a majority of the CILBC members who are present;
      (2) Shall be final and binding; and
      (3) Is not subject to appeal.
c. The CILBC members shall use the following criteria in administering the bank and in rendering their decisions:
   (1) Medical documentation of illness/injury;
   (2) Use of all accumulated short term leave;
   (3) Review of attendance records; and
   (4) The definition of a catastrophic illness as contained in this Rule.

C. CATASTROPHIC ILLNESS:
For the purpose of the Leave Bank, a catastrophic illness is defined as a severe medical condition caused by disease, illness, or injury to the employee or an immediate family member of the employee.

D. CATASTROPHIC LEAVE BANK:
1. Records Retention:
   a. All records of the Leave Bank shall be maintained by the Payroll Department of the Financial Services Division.
   b. The CILBC shall inform the Payroll Department of:
      (1) Applications it approves; and
      (2) The amount of additional leave granted the employee.

2. Membership:
   a. Voluntary:
      Membership in the Leave Bank is voluntary.
   b. Eligibility:
      Any employee may become a member of the Leave Bank if he/she:
      (1) Is entitled to accumulate short term leave in the District (Administrative Rule GARH-R [Leaves and Absences]); and
      (2) Has been employed 120 consecutive days.
   c. Required Donation:
      (1) To join the Leave Bank, the employee must initially donate one day of his/her accumulated short term leave during an announced annual open enrollment period;
      (2) The donation of one short term leave day to establish membership must be documented in writing on the form provided by the District;
      (3) Members will be assessed additional short term leave days on an as needed basis;
      (4) Non-Refundable:
         Donations of short term leave to the Leave Bank are not refundable and not transferable.
   d. Continuous:
      Membership in the Bank is considered continuous unless written notice of withdrawal of membership is received by the Catastrophic Illness Leave Bank Committee within the enrollment period of a subsequent year.
   e. Liability Requirement:
      Each employee joining the Bank shall sign the form provided by the District stating that he/she relieves the CILBC and the Cobb County School District from any liability as a result of action taken by the CILBC.

3. Withdrawal Procedures:
   a. Eligibility:
      A member of the Bank:
      (1) Shall be eligible to submit an application for withdrawal from the Leave Bank provided that he/she has been absent due to catastrophic illness/injury as defined in this Rule at least ten (10) consecutive workdays and is not receiving workers’ compensation, disability, or any other compensation for the absences;
      (2) May be eligible to participate in the Spousal Donation of Sick Leave Time Program as provided in Administrative Rule GARH-R (Leaves and Absences).
   b. Application by Others:
      In the event that a member is physically or mentally unable to submit an application for withdrawal from the Leave Bank, a family member or agent may file the request on the member’s behalf.
   c. Required Form:
All applications to withdraw days from the Bank shall be filed with the CILBC on Form GBRIB-1 (Catastrophic Illness Leave Bank Request Form).

d. **Certification:**
   1. **Physician’s Statement:** The Catastrophic Illness Leave Bank Request Form (Form GBRIB-1) shall be accompanied by a physician’s statement verifying illness and attesting to the individual’s incapacity to perform assigned duties (Form GBRIB-2).
   2. **Medical Review:**
      An applicant may be requested to undergo at his/her own expense a medical review by a physician approved by the CILBC.

4. **Grant of Additional Leave Days:**
   a. **Maximum Grant:**
      Additional leave days granted by the CILBC shall not exceed twenty (20) thirty (30) workdays annually (July 1-June 30).
   b. **Use:**
      Additional leave days granted by the CILBC may be used only for personal illness of the employee.
   c. **Additional Request:**
      An employee who has been granted less than twenty thirty (30) days by the CILBC may request additional days, if the need is warranted, before days originally granted have been exhausted.
   d. **Unused Days:**
      All leave granted but not used by the employee must be returned to the Leave Bank.
   e. **Repayment:**
      Short term leave granted to an employee by the CILBC does not have to be repaid except as all members are uniformly assessed.

Adopted: 9/28/89
Revised: 7/11/90; 6/27/91; 9/26/96; 10/24/96; 7/23/98; 2/22/01
Reclassified an Administrative Rule: 9/1/04
Revised: 1/13/10
Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCCAG)
Revised: 3/8/17; x/x/23

Legal Reference
O.C.G.A. 20-02-0850 Sick leave for teachers and other personnel
The District complies with all State Board Rules and policies regarding graduation requirements, credit transfers, and awarding of credits to students.

RATIONALE/OBJECTIVE:
The Cobb County School District (District) shall provide secondary school teaching, learning, and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

Requirements for regular high school graduation from the District shall meet or exceed all rules and standards as set forth by the State Board of Education and applicable accrediting agencies.

RULE:

A. INSTRUCTIONAL SUPPORT AND DELIVERY SERVICES:
The District shall provide instructional support and delivery services. These services shall include, but are not limited to the following:

1. Beginning in sixth grade, students will be provided a continuous advisement component to:
   a. Familiarize students with graduation requirements;
   b. Help students identify the likely impact of individual career objectives on the program of study they plan to follow, including career pathways; and
   c. Provide annual advisement updates to report progress and offer alternatives in meeting graduation requirements and career objectives.

2. Record keeping and reporting services that document students’ progress toward graduation and include information for the school, parents/guardians and students.

3. Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.

4. Instructional programs, resources and accelerated intervention opportunities to assist each student in meeting graduation requirements.

5. Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

B. APPLICATION:
This Rule is effective for students enrolling in the ninth grade for the first time in 2008-2009 and subsequent years.

C. DEFINITIONS:
1. **Alternate Diploma:**
The document awarded to students with the most significant cognitive disabilities who were assessed using the alternate assessment aligned to alternate academic achievement standards. While this diploma is standards-based and aligned with the state requirements for the regular high school diploma, it is not a regular high school diploma. Therefore, an alternate diploma does not terminate Free and Appropriate Public Education (FAPE) for students with an Individualized Education Program (IEP).

2. **Career, Technical and Agricultural Education (CTAE) Pathways:**
Three elective units in a coherent sequence that includes rigorous content aligned with industry-related standards leading to college and work readiness in a focused area of student interest.

2. **Core Courses:**
Courses identified as "c" or "r" in the Georgia Board of Education’s list of state-funded courses for the specified program of study (see State Board of Education Rule 160-4-2-.20).

3. **Elective Courses:**
Any courses identified as "e" in the Georgia Board of Education’s list of state-funded courses that a student may select beyond the core requirements to fulfill the unit requirements for graduation (see State Board of Education Rule 160-4-2-.20).

4. **Georgia Alternate Assessment (GAA):**
An alternate assessment based on alternate academic achievement standards. The GAA is a standardized, task-based assessment with multiple access points designed for students with significant cognitive disabilities under the Individuals with Disabilities Education Act (IDEA) whose Individualized Education Program (IEP) team has determined they are unable to meaningfully access the regular assessment program, even with maximum appropriate accommodations. The purpose of the GAA is to ensure that students with significant cognitive disabilities are provided access to the state academic content standards and given the opportunity to demonstrate achievement of the knowledge, concepts, and skills inherent in the standards.

5. **Required Courses:**
Specific courses identified as "r" in the Georgia Board of Education’s list of state-funded courses that each student in a program of study shall pass to graduate from high school (see State Board of Education Rule 160-4-2-.20).

6. **Secondary School Credential:**
A document awarded to students at the completion of the high school experience:

a. **High School Diploma:**
The document awarded to students certifying that they have satisfied attendance, unit requirements, and any applicable state assessments.

b. **High School Certificate:**
The document awarded to students who have earned 23 units but do not complete all of the criteria for a diploma.

c. **Special Education Transition Diploma:**
The document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Georgia Board of Education Rule 160-3-1-.07 “Testing Programs-Student Assessment” or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their IEP. This document is referenced as a Special Education Diploma in Georgia State Board Rule 160-4-2-.48.

d. **Alternate Diploma:**
The document awarded to students with the most significant cognitive disabilities who were assessed using the alternate assessment aligned to the alternate academic achievement standards. While this diploma is standards-based and aligned with the state requirements for the regular high school diploma (High School Diploma), it is not a regular high school diploma. Therefore, an alternate diploma does not terminate Free and Appropriate Public Education (FAPE) for students with an Individualized Education Program (IEP).

7. **Significant Cognitive Disabilities:**
Students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA).

8. **Unit:**
One unit credit awarded for a minimum of 150 clock hours of instruction or 135 hours of instruction in an approved block schedule.

9. **Unit, Summer School:**
One unit of credit awarded for minimum of 120 clock hours of instruction.
D. GENERAL PROVISIONS:
The District has based local graduation requirements on Georgia Board of Education Rule 160-4-2-.48 and requires the following:

1. Attendance:
   a. Attendance is required for high school students in accordance with State law and State Board of Education Policies, Georgia Board of Education Rule 160-5-1-.10.
   b. Students must be enrolled in a minimum of two and a half units of credit each semester as they progress toward high school graduation. For exceptions to this Rule, see Administrative Rule IED-R (Scheduling for Instruction).

2. Units of Credit:
   a. All District high schools shall make available to all students the required programs of study.
   b. A course shall count only once for satisfying any unit of credit requirement for graduation.

AREAS OF STUDY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts*</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>4</td>
</tr>
<tr>
<td>Science*</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies*</td>
<td>3</td>
</tr>
<tr>
<td>CTAE and/or World Languages and/or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>Health and Physical Education*</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL UNITS (MINIMUM)</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

*Required Courses and/or Core Courses

3. Course Credit:
   Credit may be earned in the following ways:
   a. Regular School Program:
      (1) Unit credit shall be awarded only for courses, grades 9-12, as approved by the Georgia Board of Education. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 Georgia standards. The IEP, if applicable, shall specify whether core courses taken as part of an IEP shall receive core unit credit.
      (2) No course credit may be awarded for courses in which instruction is based on the Georgia standards for grade K-8.
      (3) Completion of diploma requirements does not necessarily qualify students for the Hope Scholarship Program.
   b. Dual Enrollment:
      See Administrative Rule IDCH-R (Dual/Joint Enrollment Programs).
   c. Work Experience:
      Work Experience credit is awarded during the school year only for on-the-job experience phase of the Career, Technical and Agricultural Education (CTAE) Work Based Learning programs:
      (1) Traditional Schedule:
          Students may earn from .5 up to a maximum of 1.5 units per semester, depending upon his/her individual schedule, grade level, graduation status, and job placement.
      (2) Block Schedule:
Students may earn a maximum of two units per semester, depending upon his/her individual schedule, grade level, graduation status, and job placement.

d. **Non-Traditional Course Delivery:**
   
   **(1) Definition:**
   
   Non-Traditional course delivery is course delivery that is outside of the traditional programs as outlined above. This includes online courses, correspondence courses and private school courses taken while concurrently enrolled in Cobb County during the school year and summer.

   **(2) Requirements:**
   
   (a) Students may earn credit toward graduation through non-traditional delivery provided the course(s) meet(s) District curriculum and assessment requirements, and the course provider is accredited by a regional accreditation institution.

   (b) Students seeking a diploma from the Cobb County School District must meet the enrollment requirements of Administrative Rule IED-R (Scheduling for Instruction).

   (c) **Hardship Cases:**

   The Superintendent or designee shall exercise discretion in approving credit for courses delivered through non-traditional methods or waiving provisions stated above for hardship cases on an individual basis.

   (d) Credit for courses delivered through non-traditional methods may be applied toward the graduation requirements for all diplomas. Options include:

   1) **Cobb Virtual Academy/Georgia Virtual:**
      
      a) **Cobb Virtual Academy** provides year-round online courses for initial credit and credit recovery to high school students enrolled in the District. Online course offerings and enrollment information may be found on the Cobb Virtual Academy website at [www.cobbvirtualacademy.org](http://www.cobbvirtualacademy.org)

      b) The Georgia Virtual School provides year-round online courses for initial credit and credit recovery to high school students in those courses not offered by Cobb Virtual Academy online course offerings and enrollment information may be found on the Georgia Virtual School website at [www.gavirtualschool.org](http://www.gavirtualschool.org)

   2) **Credit Recovery:**

      The District provides course credit recovery opportunities for students who have previously failed a course through online curriculum delivery systems.

   3) **Correspondence Courses, Online Courses and Private School Courses (Other than Cobb Virtual Academy, Georgia Virtual School and other State Credit Recovery programs, or courses receiving prior District approval):**

      Credit will be given for correspondence, online, and private school courses taken while concurrently enrolled in the District (including summer term) for elective credit when the student complies with the following provisions:

      (a) Before the student enrolls in the course, the course is approved using Form IHF-1 (Request for Approval to Take Non-Traditional Courses).

      (b) While the student is enrolled in a District school, completion of one credit as recorded on an official transcript will be required before the school officials authorize enrollment in another non-traditional course.

      (c) The course provider is accredited by a regional accreditation institution.

      (d) The course includes a final evaluation component, and the course provider provides evidence that the administration of the final examination has been appropriately proctored.

      (e) If a course is approved for a graduating senior, the school must receive the transcript no later than the last day of senior classes.

   e. **Subject Area Competency Testing:**

      In accordance with State Board Rule 160-5-1-.15, students who successfully demonstrate subject area competency through a state-adopted or state-approved assessment instrument may earn up to three units of credit toward graduation.

   f. **High School Courses Taken in Middle School:**
(1) Upon completion of high school courses taken at the middle school level the final grade will be recorded on the high school transcript.

(2) High school credit earned in middle school will count toward graduation but grades for these courses will not be calculated into the student’s high school Grade Point Average (GPA).

g. **Summer School:**
   The District offers tuition-based course opportunities for all high school students during the summer recess.

### E. AREAS OF STUDY:

Courses listed below in the program meet the entrance requirements for public post-secondary institutions in Georgia. Students who are planning to attend a school other than a Georgia public institution should check the specific requirements of the school they wish to attend. In order to receive a diploma, students must also pass the requirements as referenced in Georgia Board of Education Rule 160-3-1-.07.

1. **General Provisions:**
   a. Courses that earn unit credit are listed in the Georgia Board of Education’s list of state-funded courses.
   b. Students may select courses listed in the Georgia Board of Education’s list of state-funded courses within the following guidelines:
      1. **Required Courses:**
         Any course identified as "r" is required and must be successfully completed.
         Another course cannot be substituted for them unless otherwise specified in the Georgia Board of Education’s list of state-funded courses (see State Board of Education Rule 160-4-2-.20).
      2. **Core Courses:**
         Any course identified as "c" is a core course and may be selected to count as one of the core unit requirements (see State Board of Education Rule 160-4-2-.20).
      3. **Elective Courses:**
         A course identified as "e" is an elective course that may be selected beyond the core requirements to fulfill the unit requirements (see State Board of Education Rule 160-4-2-.20).

2. **English/Language Arts:**
   Four units of credit in English language arts shall be required of all students. A full unit of credit in Ninth-Grade Literature and Composition and a full unit of credit in American Literature/Composition shall be required. All courses that may satisfy the remaining units of credit are identified with a "c." The Writing, Conventions, and Listening, Speaking, and Viewing strands of the Georgia Performance Standards shall be taught in sequence in grades 9-12. Literature modules may be taught in any sequence in grades 10-12.

3. **Mathematics:**
   a. Four units of core credit in mathematics shall be required of all students, including Algebra I or its equivalent, Geometry or its equivalent, and Algebra II or its equivalent.
      Additional core courses needed to complete four credits in mathematics must be chosen from the list of GSE/IB/dual enrollment designated courses.
   b. **Students with disabilities:**
      1. The mathematics requirements above apply to each student with a disability, consistent with his or her IEP. Students with Disabilities may, upon determination of the IEP team, who earn credit in Coordinate Algebra/Algebra I/or the equivalent, Analytic Geometry/Geometry/or the equivalent, Advanced Algebra/Algebra II/or the equivalent, along with two support courses (3 core and 2 electives) to meet mathematics diploma requirements. Successful completion of 3 core units of mathematics may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.
      2. Students with Disabilities, who were identified prior to high school enrollment and have a disability affecting mathematics achievement, may, upon determination of the IEP team, follow an alternate course sequence to meet mathematics course requirements. The alternate course sequence allows a student earning core credit in Coordinate Algebra or Algebra I and Analytic Geometry or Geometry, with two
additional state-approved mathematics courses, to satisfy the minimum mathematics requirements for high school graduation. IEP teams should utilize the Students with Disabilities- High School Mathematics Decision Rubric, as outlined by the Georgia Department of Education when making the determination regarding alternate course sequence. Successful completion of this pathway may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.

4. **Science:**
   a. Four units of credit in science shall be required of all students, including:
      (1) One unit of Biology;
      (2) One unit of either Physical Science or Physics;
      (3) One unit of either Chemistry, Earth Systems, Environmental Science or an AP/IB course; and
      (4) One additional science unit.
   b. The fourth science unit may be used to meet both the science and an elective requirement but shall count as only one unit unless otherwise specified.
   c. Any AP/IB science course may be substituted for the appropriate courses listed above.

5. **Social Studies:**
   A total of three units of credit shall be required in social studies:
   a. One unit in United States History;
   b. One unit in World History;
   c. One-half unit of American Government/Civics shall be required; and
   d. One-half unit of Economics shall be required.

6. **CTAE/World Languages/Fine Arts:**
   A total of three units of credit shall be required from the following areas: CTAE and/or World Languages and/or Fine Arts. Students are encouraged to select courses in a focused area of interest.
   a. **Career, Technical and Agricultural Education (CTAE) Pathways:**
      (1) Students may earn three units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.
      (2) Students are encouraged to complete a pathway when selecting electives.
   b. **World Languages:**
      (1) Students are encouraged to earn two units of credit in the same language.
      (2) Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must earn two units of the same language.
      (3) Technical College System of Georgia institutions do not require world language credit for admissions.
         (a) Students whose native language is not English may be considered to have met the world language expectation by exercising the credit in lieu of enrollment option if they are proficient in their native language. A formal examination is not necessary if other evidence of proficiency is available.
         NOTE: Not all post-secondary institutions may accept credits earned under this provision.
         (b) Any state board approved world language course may be taken to fulfill the world language requirements.
   c. **Fine Arts:**
      (1) Students may earn three units of credit in a coherent sequence of Fine Arts courses in the same area (e.g., band, chorus, dance, orchestra, theater, or visual arts).
      (2) Students are encouraged to complete a pathway when selecting electives.

7. **Health and Physical Education:**
   a. One unit of credit in health and physical education is required. Students shall combine one-half or one-third units of credit of Health (17.011), Health and Personal Fitness (36.051), or Advanced Personal Fitness (36.061) to satisfy this requirement.
   b. Three (3) units of credit in JROTC (Junior Reserve Officer Training Corps) may be used to satisfy this requirement, beginning with students who enter as 9th graders in the 2017-2018 school year.
F. REQUIRED PROCEDURES FOR AWARDING UNITS OF CREDIT:

1. A unit of credit for graduation shall be awarded to students only for successful completion of state-approved courses of study based on a minimum of:
   a. 150 clock-hours of instruction provided during the regular school year;
   b. 135 clock-hours of instruction in an approved block schedule during the regular school year; or
   c. A minimum of 120 clock-hours of instruction in summer school.

2. Units of credit for graduation shall be awarded to high school students participating in any dual enrollment program using the ratio referenced in Georgia Board of Education Rule 160-4-2-.34 "Postsecondary Options."

3. Credit awarded for learning which has occurred outside the 9-12 classroom (for example, home schooling) shall be awarded based on proficiency tests. Equivalency credit shall be shown on the transcript.

4. Refer to Administrative Rule IHE-R (Promotion and Retention) for requirements to advance with the student’s entering class.

G. STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES:

1. Students with significant cognitive disabilities who entered the ninth grade for the first time prior to the 2020-2021 school year may graduate and receive a regular high school diploma when the student’s IEP team determines that the student has:
   a. Completed an integrated curriculum based on the GSE that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and
   b. Participated in the GAA during middle school and high school, and
   c. Reached the 22nd birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system.

2. Students with significant cognitive disabilities who entered the ninth grade for the first time on or after the 2020-2021 school year may graduate and receive an alternate diploma (as defined above) when the student’s IEP team determines that the student has:
   a. Completed an integrated curriculum based on the Georgia Standards of Excellence (GSE) that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and
   b. Participated in the GAA during middle school and high school, and
   c. Has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system.

Adopted: 9/26/02
Revised: 3/30/03
Reclassified an Administrative Rule: 9/1/04
Revised: 5/9/07; 8/13/08; 11/11/09; 10/12/11; 4/11/12
Revised and re-coded: 9/27/12 (Previously coded as Administrative Rule IKF)
Revised: 11/13/13 (to be effective 7/1/14); 7/3/14; 12/14/16; 4/22/21; 7/1/22; x/x/23

Legal Reference
O.C.G.A. 20-2-70 Requirements and procedures for issuing and awarding high school diplomas to honorably discharged Korean Conflict and Vietnam Conflict veterans
O.C.G.A. 20-2-142 Prescribed courses; development/dissemination of instructional materials on effects of alcohol
O.C.G.A. 20-2-150 Eligibility for enrollment
O.C.G.A. 20-2-154 Remedial education program
Rule 160-4-2-.20 List of State Funded K-8 Subjects and 9-12 Courses
Rule 160-4-2-.48 High School Graduation Requirements For Students Enrolling In Ninth Grade For The First Time In The 2008-2009 School Year
Rule 160-4-3-.14 Work-Based Learning Programs
Rule 160-4-8-.09 Student Advisement

Page 7 of 7
RATIONAL/OBJECTIVE:

In compliance with the requirement set forth in O.C.G.A. § 20-2-690.1, the parents/guardians, or other persons having charge of any child(ren) between their sixth and sixteenth birthdays are required by law to enroll and send such child(ren) to a public or private school or utilize a home study program. **In addition, all children enrolled for twenty (20) school days or more prior to their seventh birthday shall become subject to the provisions of the state’s compulsory school attendance law (O.C.G.A. §§ 20-2-690 through 20-2-701) and cannot be withdrawn except as provided in Administrative Rule JBC-R (School Admissions/Withdrawals).**

The State Board of Education’s Student Attendance Rule defines “Truant” as any child subject to compulsory attendance who, during the school calendar year, has more than five days of unexcused absences. The District will comply with all applicable State authority, including law and State Board Rules, regarding student attendance.

RULE:

The Cobb County School District (District) requires that principals, teachers, and other designated personnel make and keep proper attendance records and administer disciplinary measures necessary to maintain regular student attendance.

- The District requires that principals, teachers and other designated personnel make and keep proper attendance records. It is important that local schools keep accurate data to reflect each student’s excused and unexcused absences. A copy of this documentation should remain on file in the school throughout the school year.
- Attendance should be taken in every class period for middle and high schools. Elementary schools shall take attendance daily.
- Local schools will provide to the parent/guardian or other person having control or charge of the student enrolled in the school, possible consequences and penalties for failing to comply with compulsory attendance.
- By September 1 of each school year or within 30 school days of a student’s enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system’s policy. The school will make two reasonable attempts to secure such signature or signatures and will be considered to be in compliance if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, other person who has control or charge of a child, or children. The school will retain signed copies of statements through the end of the school year.

The following procedures shall be observed in regard to attendance of students:

A. Absences Considered Excused:

In accordance with State Board of Education Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1 the following are considered excused absences:
1. When personally ill and when attendance in school would endanger their health or the health of others.

2. When, in their immediate family, there is a serious illness or death which would reasonably necessitate absence from school. Immediate family is defined as mother, father, siblings, grandparents, step-parents or legal guardian.

3. Observing religious holidays, necessitating absence from school.

4. When mandated by order of governmental agencies (examples: pre-induction physical examination for service in the armed forces or a court order).

5. Children may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.

6. A student may be granted an excused absence not to exceed one day in order to register to vote or to vote in a public election.

7. A student whose parent/guardian is in military service in the armed forces of the United States or the National Guard, and such parent/guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five (5) school days per school year to visit with his/her parent/guardian relative to such leave or deployment of the parent/guardian.

8. A student who is participating in an official District performing arts program performance shall be granted an excused absence.

9. A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence from a provider of care at or sponsored by a medical facility of the United States Department of Veterans Affairs; or an event sponsored by a corporation exempt from taxation under Section 501(c)(19) of the Internal Revenue Code.

10. Students shall be counted as present who:

   a. Are a foster care student who attends court proceedings relating to their foster care for any day, portion of a day, or days missed from school. A student in foster care means a student who is in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services.

   b. Are serving as Pages in the Georgia General Assembly for days or class periods missed from school for this purpose;

   c. Who successfully participate in the Student Teen Election Participant (STEP) program for the school days during which he or she serves in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year; or

   d. Who participates in an activity or program sponsored by 4-H.

B. Excused and Unexcused Absences:

1. A letter written by a parent/guardian and/or licensed physician explaining the reasons for absences must be presented to school authorities by all students. Failure to submit a note within three school days after a student’s return from an absence will result in the absence being marked as unexcused.

2. The principal may ask for additional medical or other documentation to verify that absences are excused, particularly when more than three (3) absences have been accumulated during the semester.

3. Students who become ill or injured while at school shall be dismissed from school only after parents/guardians have been notified. Exceptions to this policy shall be made only in cases of emergency.

4. A student shall be dismissed before the school day officially ends when a parent or guardian sends a written request or speaks by telephone with the principal or principal's
designee, explaining the reason for early dismissal to the principal or appears in person requesting the student’s dismissal the school shall verify the identity of anyone requesting early dismissal of a student from school.

5. Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for one-half of the instructional day in order to be included in the average daily attendance count.

6. Students shall not leave the school grounds during school hours without permission from the principal or principal’s designee.

7. Principals or principal’s designees may require verification of right of custody/identification of anyone requesting early dismissal of a student.


C. Late Arrivals/Eary Checkouts:

1. To be considered “in attendance” for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students the leaving school before the requirement will be considered absent for the day.

2. A parent/legal guardian may be required to bring appropriate documentation showing the necessity of an early checkout/late arrival.

D. Excessive Absences:

As required by Georgia law, the District will participate in a Student Attendance and School Climate Committee, and will address excessive absences as discussed in the Student Attendance Protocol (Form JB-5, incorporated by reference here), which contains procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of O.C.G.A. § 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issue with parents and guardians.

The parental contacts discussed in the Attendance Protocol are the minimum to be utilized. The District and/or local school administrators may initiate additional contacts with parents/guardians if deemed appropriate to address the attendance issues of their respective school communities. Likewise, local school administrators may confer and/or make a referral to the School Social Worker at any time it is deemed appropriate.

E. Suspensions/Expulsions:

Absences due to out-of-school suspensions or expulsions shall not count as unexcused absences for the purpose of determining student truancy and the ability to make up work. However, these absences may be considered when determining attendance incentives criteria and other decision in the school where poor behavior is considered. Parents of students who are suspended or expelled will be notified pursuant to Administrative Rules JCEB-R (Student Hearing Procedure) and JDD-R (Student Suspension).

F. Penalties:

Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. § 20-2-690, et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Each day’s absence after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall be considered a separate offense as related to the penalty.

Reclassified an Administrative Rule: 9/1/04
Revised: 1/27/05; 6/21/05; 7/1/06, 8/10/11, 10/10/12
Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JE)
Revised: 3/13/13; 8/22/19; 10/24/19; 8/1/22

Legal Reference
O.C.G.A. 20-2-690.2 Establishment of Student Attendance and school climate committee; membership; summary of
163 penalties for failure to comply; review and policy recommendations; reporting
164 O.C.G.A. 20-2-691 Minimum Annual Attendance Required
165 O.C.G.A. 20-2-696 Duties of Visiting Teachers and Attendance Officers
166 O.C.G.A. 20-2-692.1 Excused absences for days missed to visit with parent or legal guardian in the military prior to
167 deployment or while on leave; attendance at military affairs sponsored events
168 O.C.G.A. 20-2-692.2 Foster care student attending court proceedings related to that student's foster care to be
169 credited as present at school
170 O.C.G.A. 21-2-92 Student Teen Election Participant (STEP) program
171 O.C.G.A. 20-17-2 Interstate Compact on Educational Opportunity for Military Children
172 O.C.G.A. 20-2-690.1 Mandatory education for children between 6 and 16
173 O.C.G.A. 20-2-692 General Assembly pages granted excused absences
174 O.C.G.A. 20-2-693 Exemptions
175 O.C.G.A. 20-2-694 Administration/enforcement of attendance reqts.
176 O.C.G.A. 20-2-695 Employing attendance officers in addition to visiting teachers
177 O.C.G.A. 20-2-697 Cooperation of principals and teachers with attendance officers and visiting teachers
178 O.C.G.A. 20-2-701 Mandatory reporting of truants to juvenile or other courts
179 O.C.G.A. 20-2-701 Mandatory reporting of truants to juvenile or other courts
180 O.C.G.A. 40-5-22 Requirements for licensure; school attendance requirements
181 Rule 160-4-2-.31 Hospital/Homebound Instruction
182 Rule 160-5-1-.02 School Day and School Year for Students and Employees
183 Rule 160-5-1-.10 Student Attendance
184 Rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades
185 Rule 160-5-1-.28 Student Enrollment and Withdrawal
Rationale/Objective:

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

Rule:

I. Admissions:

A. Enrollment Eligibility:

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

1. Department of Human Services (DHS), Department of Behavioral Health and Development Disabilities (DBHDD), or Department of Juvenile Justice (DJJ):
   Any minor who is in the physical or legal custody of the DHS, DBHDD, or DJJ or any of their divisions and is physically present within the geographical boundaries of the District. The District shall immediately enroll a student in the physical or legal custody of DHS, DJJ, or a student placed by the DHS, DBHDD, or DJJ in a residential facility located within the District’s jurisdiction, pursuant to O.C.G.A. § 20-2-133(b).

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

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

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

5. Emancipated Minors or Students 18+:
   Any student between the age of eighteen and maximum age of enrollment (refer to Section B[6] and B[7]), or minor under the age of eighteen who resides in the District and who is no longer under the control or authority of his/her parents/guardians by operation of law (validly married or as otherwise prescribed by law) or as granted by a juvenile court judge.

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

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

7. **Home Study and Private School Students:**
   
a. Pursuant to 10 U.S. Code § 2031, home study students are eligible for limited high school enrollment in specific Junior Reserves Officers’ Training Corp courses.

b. Pursuant to O.C.G.A § 20-2-319.6, home study students are eligible for limited middle and high school enrollment in order to participate in extracurricular and/or interscholastic activities, subject to participation requirements as outlined in law.

c. Pursuant to O.C.G.A. § 20-2-319.5, home study and private school students are eligible for limited high school enrollment in specific college and career academy courses, subject to participation requirements as outlined in law.

8. Other students determined to be eligible for enrollment by the Director of Student Support and the appropriate Level Assistant Superintendent.

B. **ENTRANCE AGE:**

1. All Georgia resident students shall have attained the age of five (5) on or before September 1 in order to be eligible for admission into the kindergarten program (see section C below).

2. All Georgia resident students shall have attained the age of six (6) on or before September 1 in order to be eligible for admission into first grade (see section C below).

3. Upon completion and verification of Form JBC-1 (K-1 Out-of-State/Out-of-Country Verification), students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, or the equivalent thereof, will attain the age of five for kindergarten or six for first grade by December 31 and is otherwise eligible for enrollment under State Board Rule and this Administrative Rule will be eligible for admission.

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

4. Transferring students who are children in the household of a full-time duty status member of the active uniformed services of the United States, including members of the National Guard and Reserve on active duty orders shall be allowed to enroll at the same grade level from an accredited school regardless of age.

5. Students who have been enrolled in and successfully completed first grade at a public school or a private school accredited by an applicable accreditation agency will be eligible for enrollment in second grade.

6. All youth who have not attained the age of 21 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or the equivalent. Students that have dropped out of school for one quarter or more are eligible to re-enroll unless they attain the age of 20 by September 1.

7. All youth who are classified as a student with disabilities are eligible for enrollment in appropriate education programs from age three (3) until age 22 unless they have received a regular high school diploma, provided they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed.

8. Guidelines for students enrolling from Home Study programs are contained in the Administrative Rule JBC(2)-R (Home Study).

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 District for thirty (30) calendar days from the date the waiver is granted for a justified reason (Form JBC-3a). Form JBC-3a may only be accepted if accompanied...
c. **Record Retention:** Upon presentation of one of the above evidences, a copy of the document shall be placed in the student’s record and the original returned to the parent/guardian/person having control or charge of a student.

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

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

a. Proof of residency shall be provided to the principal or designee when the student seeks initial enrollment in the District.

b. In order to verify residency within the District, two or more of the following items (no more than one from each category) shall be presented to the principal or designee:

   (1) Home ownership documentation. Acceptable documentation may include home ownership title, closing documents, tax statement, mortgage agreement, or monthly mortgage statement, in the name of the enrolling adult or spouse living at the same residence for the location of the legal residence;

   (2) Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the lessor;

   (3) Current utility (gas, power, or water) monthly statement which evidences the location of the legal residence;

   (4) Any other document(s) that will provide evidence of an intent to remain at the location of legal residence within the geographic boundaries of the District.

c. In the event none of the above documentation exists or the documentation submitted is insufficient to verify a legal residence within the District, the principal or designee shall require the enrolling adult claiming residency to complete a statement of legal residence (Form JBC-2) which includes an affidavit of enrolling adult. The principal or designee may also require the certification of the residence owner/lessor/legal occupant. The principal may also require proof of residency (see 3.b. above) from the owner/lessor/legal occupant. The statement should be notarized and signed by the enrolling adult and signed by the owner/lessor/legal occupant.

d. At the discretion of the principal or designee, if evidence of an enrolling adult’s residence within the District is still insufficient, the principal or designee shall submit a referral to the school social worker. The School Social Work Department will take whatever legal steps are necessary to verify the enrolling adult’s residence within the District. Such steps may include, but are not limited to, investigation by the school social worker, completion of the certification of residence by owner/lessor/legal occupant (Form JBC-2), and report of status of the investigation to the referring school for proper action. Students whose residency cannot be verified may be withdrawn from the school until such time as the parent can provide the required documentation.

e. Any student whose enrolling adult is not residing within the District at the time the student applies for enrollment shall nonetheless be considered a resident for purposes of enrollment if:

   (1) The enrolling adult provides to the principal or designee documents evidencing that he/she shall be a resident of the District within thirty (30) calendar days from the date of enrollment (Form JBC-3d).

   (2) The parent or guardian is on active duty in the United State armed forces and has received official military orders to transfer into or within Georgia. Students shall be eligible for enrollment, in the same manner and time as for students residing within
the District, in the school of the attendance zone with which he/she will be residing, or in a District school authorized pursuant to O.C.G.A. § 20-2-295, prior to physically establishing residency within the District, upon presentation of a copy of the official military order to the District.

(3) Any student enrolled in a high school pursuant to item 3.e.(1) above shall not receive performance eligibility until the high school principal or designee is provided proof (see item 3.b. above) that the student is living within the geographic boundaries of the District.

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

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

5. **Transfer Records:**
   a. **Students transferring from another school system:**
      Students enrolling from other school systems shall be admitted upon presentation of a withdrawal form from the previous school and/or verification of academic status and eligibility for enrollment. They shall receive full status as students when:
      (1) A valid transcript of work completed is received directly from the previous school attended. A Form JBC-8 (Authorization to Release Records) is to be completed at the time of enrollment.
      (2) Tests deemed necessary by school officials for proper grade placement have been completed.
      (3) Clearance of the records of the previous school is completed.
   b. **Students transferring from another Cobb County School District school:**
      Students transferring from one CCSD school to another within the District must obtain an official withdrawal form from the previous school if the enrolling adult seeking to enroll the student is different from the enrolling adult from the previous school.
      However, other records (i.e. health certifications, proof of birth, etc) are not required as this data is accessible in the District’s database. Students who do not return books/materials issued from the previous school will be charged for those items until returned in good condition.

6. **Discipline Records/Status:**
   a. Any student desiring to enter the District must be eligible for attendance at the school system where last attended, and not be subject to a current disciplinary order that
would prevent enrollment. Form JBC-9 (Disclosures Required for Conditional Admission) shall be completed at the time of enrollment.

b. The District may request the discipline record of any student entering the District.

c. Any student who is enrolling in the District for the first time in grades seven or higher must provide a certified copy of his/her scholastic and discipline record from the school previously attended. In lieu of providing a copy of a discipline record and transcript, the student may be admitted on a conditional basis by submitting a properly executed release authorizing the District to obtain such information from the school previously attended.

d. Students who have been assigned to an alternative school by a public school system or suspended/expelled from another public school in this or any other state, a private school from this state or an alternative school within any public school system may be assessed for acceptance into the District only after their records have been cleared through the student support office. Documentation of the assignment to alternative school or suspension/expulsion from the previous school must be provided to the student support office.

7. Data Entry:
   Student entry information should be entered directly into the computer no later than the day after a student enrolls in a District school.

8. Custodial Documents:
   The District may request proof of custody in situations involving multiple adults claiming control of the same student.

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

10. End-of-Year Enrollment:
   Students may enroll at any time during the school year except the last five days of school. Students who seek to enroll during the last five days of school may be asked to schedule a later appointment to enroll for the following school year.

D. PERSON OTHER THAN A PARENT/GUARDIAN ENROLLING A STUDENT:
   In order to enroll a child, a person other than the parent or guardian must be an adult of at least 18 years of age or an emancipated minor at least 16 years of age residing within the boundaries of the District. The enrolling person must stand in loco parentis (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care).

   1. Although not required for enrollment, guardianship can be obtained by contacting the Cobb County Probate Court (Court) located at 32 Waddell Street, Marietta, Georgia 30090, (770-528-1900). Information regarding this process is also available online at http://www.gaprobate.org. The Court may require a fee for this process, but no fee will be required if an affidavit of indigence is filed with the Court (see O.C.G.A. § 15-9-61).

   2. Pursuant to the Supporting and Strengthening Families Act (the “Act”), O.C.G.A. § 19-9-120, et seq., a parent of a child may delegate caregiving authority regarding such child to an individual who is an adult, who resides in Georgia, and who is the grandparent, great-grandparent, stepparent, former stepparent, step-grandparent, aunt, uncle, great aunt, great uncle, cousin, or sibling of such child or is a nonrelative who is approved as an agent by a child-placing agency or a nonprofit entity or faith based organization for a period not to exceed one year, except as provided in O.C.G.A. § 19-9-132, by executing a power of attorney in substantial compliance with the Act.

   3. Under the Caregiver Educational Act, O.C.G.A. § 20-1-14 et seq., a kinship caregiver is authorized to enroll a child whom is residing with the kinship caregiver.
      a. The student must live with the enrolling person full-time due to one of the following reasons applying to the parent or legal guardian:
         (1) Loss or abdication of the ability to care for such child;
         (2) Being unable to provide care due to the death of the other parent;
         (3) Serious illness or terminal illness;
(4) Physical or mental condition such that proper care and supervision of the child cannot be provided;
(5) Incarceration;
(6) Loss of inhabitability of the student’s home as the result of a natural disaster;
(7) Period of active military duty exceeding 24 months; or
(8) Cannot be located.

b. The enrolling party must have control and charge of the child, 24 hours per day and 7 days per week. The request to enroll the student cannot be primarily related to the desire to attend a particular school in the District, nor may the request be for the purpose of participating in athletics at a particular school, or for any other similar purpose.
c. If the person presenting the student for enrollment is not that student’s parent/guardian, the school will require the enrolling person to fully complete a Kinship Caregiver Affidavit (Form JBC-14) as part of the enrollment process. In accordance with State law, the affidavit must be renewed annually (at the beginning of each school year).
d. Upon submission of a Kinship Caregiver Affidavit, the kinship caregiver shall serve as the school’s point of contact.

E. TEMPORARY ADMISSION:
Other than students specifically exempted by rule or by law, students with inadequate proof of birth date or residence will be considered for temporary admission awaiting necessary documentation. Temporary admission may be granted by the principal per the following guidelines:
1. If granted, the temporary admission shall be for thirty (30) calendar days from the date granted;
2. Prior to granting the temporary admission, the adult enrolling the student shall provide the principal or designee a copy of their letter to the appropriate agency requesting a birth certificate or other documentation of the student’s date of birth. Parents/guardians who need information concerning local birth certificates should call the local health department or the Bureau of Vital Statistics.
3. If acceptable documentation is not submitted to the school within the thirty (30) calendar day temporary admission period, the student shall be subject to withdrawal. The person who enrolled the student will be notified at least ten (10) calendar days prior to withdrawal of the student.
4. Students pre-registering are not eligible for Temporary Enrollment until the beginning of the attendance period of the school term for which the student is enrolling.
5. Provisions regarding transferal of discipline actions or felony convictions for students in grade 7 and above will take precedence over any Temporary Enrollment.

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

G. HOMELESS STUDENTS:
The District follows the admission and withdrawal requirements for homeless students under the McKinney-Vento Homeless Assistance Act. Refer to Administrative Rule JBC(1)-R (Homeless Students).

II. WITHDRAWALS:
The following procedure shall be used for the withdrawing of students from the District:

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

B. WITHDRAWAL WITHOUT PARENT/GUARDIAN PERMISSION:
The District will withdraw, without parental permission, a student who is not receiving instructional services from the District through hospital/homebound instruction and:

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

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

D. PROHIBITIONS:
Students shall not be withdrawn:
1. As a consequence for academic performance or disciplinary infractions (unless student is subject to the provisions of O.C.G.A. § 20-2-751.2);
2. As a result of excused absences; or
3. As a result of homelessness (see Administrative Rule JBC(1)-R [Homeless Students].

E. EIGHTEEN-YEAR-OLDS:
An eighteen-year-old student may withdraw himself/herself from school. An attempt should be made to notify the parent/guardian if the student resides with them.

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

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

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

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

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Revised: 7/1/15; 9/23/16; 10/31/16; 7/20/17; 9/19/19; 10/15/20; 7/15/21; 7/1/22

Legal Reference
O.C.G.A. 20-2-751.2 Students subject to disciplinary orders of other schools
O.C.G.A. 15-11-200 Definitions - Emancipation of minors
O.C.G.A. 15-11-201 Emancipation
O.C.G.A. 15-11-202 Minors seeking emancipation
O.C.G.A. 20-2-294 Permanent classrooms; student commuting distance; reassignment; cost of transportation
O.C.G.A. 20-2-159 Special education services for students in home study programs
O.C.G.A. 20-2-71 Placement of twins or higher order multiples in the same classroom
O.C.G.A. 20-2-2113 Special Needs Scholarship - Annual notification of options available to parents of special needs students
O.C.G.A. 19-9-121 Power of Attorney; Definitions
O.C.G.A. 19-9-122 Delegation of authority; hardship
O.C.G.A. 19-9-127 Violations
O.C.G.A. 19-9-128 Revocation of power of attorney
O.C.G.A. 19-9-129 Power of attorney form
O.C.G.A. 19-9-123 Powers granted by power of attorney
O.C.G.A. 19-9-124 Liability
O.C.G.A. 19-9-125 Protection from criminal or civil liability
O.C.G.A. 19-9-126 Grant of temporary written permission for emergency services
O.C.G.A. 20-2-319.3 Online Clearinghouse Act
O.C.G.A. 20-17-2 Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-2-133 Free public instruction; exceptions; eligibility; transfer and utilization; funding
O.C.G.A. 20-2-150 Eligibility for enrollment
O.C.G.A. 20-2-670 Reqts. for transferring students beyond 6th grade
O.C.G.A. 20-2-690 Requirements for private schools and home study programs
O.C.G.A. 20-2-690.1 Mandatory education for children between 6 and 16
O.C.G.A. 20-2-697  Cooperation of principals and teachers with attendance officers and visiting teachers

O.C.G.A. 20-2-768  Expulsion/suspension for commission of a felony; alternative education system

O.C.G.A. 20-2-770  Rules for nutritional screening and eye, ear, and dental exams of students

O.C.G.A. 20-2-771  Immunization of students

Rule 160-4-7-.19  Services for Agency-Placed Students

Rule 160-5-1-.24  Procedure for Requesting Student Social Security Numbers

Rule 160-5-1-.28  Student Enrollment and Withdrawal

Rule 160-5-2-.06  Residential Facility Grant

Rule 160-5-4-.09  Limited Public School Choice

22 USC 2452  Authorization of activities for mutual educational exchange program

42 USC 11431  McKinney-Vento Homeless Assistance Act