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COBB COUNTY SCHOOL DISTRICT

DISTRICT ADMINISTRATIVE RULE

JBC-R School Admissions/Withdrawals

~~1/1/26~~ **x/x/26**

GSBA Reference: JBC (School Admissions)

RATIONALE/OBJECTIVE:

The Cobb County School District (District) serves the students who are eligible to attend the District's schools **to the extent permitted by Georgia Law**. 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**s** 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 **State Board Rule 160-5-1.28 and** 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~~**10**), 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 **residing in the attendance zone of a District high school that hosts a** ~~are eligible for limited high school enrollment in specific~~ Junior Reserves Officers' Training Corp **are eligible for membership in that unit** ~~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 activitie s, 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.
   d. **Home study and private school students who are not seeking full-time enrollment in the District are eligible to participate in the District's Virtual School Programs (see Administrative Rule JBCB-R [Non-Traditional Students]).**
8. **Non-Resident Students:**
   a. **A "Non-Resident student" shall, for purposes of this rule, denote a student who resides in the State of Georgia but has not established legal residence within the District and is not otherwise eligible to attend the District under a special provision of state or federal law.**
   b. **To be considered for enrollment as a student in the District, the enrolling adult of a non-resident student must:**
      (1) **complete the Out-of-District application,**
      (2) **receive notification of approval of said application,**
      (3) **execute the enrollment contract,**
      (4) **submit payment for tuition, and**
      (5) **comply with all parts of this rule.**
9. ~~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). **Pursuant to O.C.G.A. § 20-2-150(b.2), a child enrolling in a state-supported education program for the first time who is eligible for first grade shall be enrolled in kindergarten at the request of his or her parent or guardian.**
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.
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) **through**~~until~~ age 2**1**~~2~~ 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~~**, but the total period may not exceed three months following admission** pursuant to Georgia Department of Public Health Rule 511-5-6-.02**(3)**. 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 **certified** 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 by a copy of the request made to the appropriate agency regarding obtaining documentation of the student's date of birth. Upon expiration of the waiver, the student shall not be permitted to attend the school unless the student submits proof of birthdate. It is the responsibility of the enrolling adult to have the required form in to the school within the thirty (30) day period.

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).

g. **Non-Resident Students:**
Though the dwelling address of a non-resident student is located outside the school system boundaries, the enrolling adult, nonetheless, shall provide the same proofs of residency as required of resident students and notify the school immediately if any change in residence occurs.

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 **may**~~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~~**and**

shall not disclose student Social Security numbers except as permitted by FERPA.

(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. **Parental Disclosure:**
The parent**,** ~~/~~guardian**, or legal custodian** of a student seeking permanent enrollment **in a grade higher than the third grade** shall as a prerequisite to such permanent enrollment disclose whether the student:
   a. Has ever been adjudicated delinquent of the commission of a class A designated felony act or class B designated felony act, and if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed;
   b. Is currently serving a short-term suspension, a long-term suspension, or an expulsion from another school, the reason for such discipline, and the term of such discipline;
   c. Is currently the subject of a notice of a disciplinary hearing **pursuant to O.C.G.A. § 20-2-754**;
   d. Is currently or has ever been the subject of a:
      (1) Notice of a report of criminal action;
      (2) Notice of chronic disciplinary problem;
      (3) Disciplinary and behavioral correction plans; or
      (4) Report of the commission of a prohibited act (see O.C.G.A. § 20-2-1184).
6. **Critical Records:**
The parent**,** ~~/~~guardian**, or legal custodian** of a student seeking permanent enrollment **in a grade higher than the third grade** shall as a prerequisite to such permanent enrollment:
   a. Provide a certified copy of the following records from each school the student attended during the 24 months preceding enrollment:
      (1) Academic transcript;
      (2) Attendance records;
      (3) Student discipline records, including, but not limited to**,** all record of any:
         (a) Disciplinary order of short-term suspension, long-term suspension, or expulsion;
         (b) Notice of a report of criminal action;
         (c) Notice of chronic disciplinary problem;
         (d) Disciplinary and behavioral correction plan; and
         (e) Report of the commission of a prohibited act (see O.C.G.A. § 20-2-1184);
      (4) Record of the student having ever been adjudicated delinquent of the commission of a class A designated felony act or class B designated felony act, and if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed;
      (5) An Individualized Education Program (IEP) pursuant to the federal Individuals with Disabilities Education Act or a plan under Section 504 of the federal Rehabilitation Act of 1973, if any; and
      (6) Psychological evaluations, if any; or
   b. Receive written confirmation from the enrolling school that it has received such student's critical records from the sending school(s).
   c. **Provisional Enrollment:**
      (1) If the enrolling school does not receive such student's critical records from each school the student attended during the 24 months preceding enrollment, the student may be provisionally enrolled for not more than ten (10) school days **on a conditional basis,** after which the enrolling school will temporarily assign the student to remote learning until such critical records are received **or the case management consultation required by O.C.G.A. § 20-2-670(i) is completed**.
      (2) This provisional enrollment **shall**~~may only~~ commence **on the next school day** after the student's parent**,** ~~or legal~~ guardian**, or legal custodian** executes a document that discloses the information required by C.5. above, provides the name and address of each sending school the student attended during the previous 24

months, and authorizes the immediate release of the student's critical records to the enrolling school.

d. **Nothing in this subsection should prohibit a foster care student as defined in O.C.G.A. § 20-2-692.2 from being enrolled within three school days following the receipt by the enrolling school of the completed enrollment registration for such foster care student. If Critical Records are not received by the enrolling school within the designated time frame, the principal or designee shall provide the enrolling adult (foster parent) with the contact information, including name, email address, and telephone number for the Regional Educational Service Agency (RESA) student affairs officer.**

7. **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.
8. **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.
9. **Custodial Documents:**
The District may request proof of custody in situations involving multiple adults claiming control of the same student.
10. **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.
a. ~~b.~~ The CMC process will be utilized each time a DHS or DJJ-placed child enrolls in a new school.
b. A CMC shall also be conducted pursuant to O.C.G.A. § 20-2-670(i) by a school social worker, school counselor, or designated administrator with the student and the student's parent, guardian, or legal custodian to determine whether any services are needed, including referrals for special education or behavioral health services, and to continue services the student received at prior schools.
11. **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 **Consent provisions**~~Act~~, O.C.G.A. § 20-1-14 *et seq.*, a kinship caregiver is authorized to enroll a child who~~m~~ 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 **of the parent or the child** 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 **O.C.G.A. § 20-1-18**~~State law~~, the affidavit **is not valid for more than one year after the date on which it is executed. The District also requires that the affadavit** ~~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. 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).

F. 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. **Pursuant to O.C.G.A. § 20-2-785, if a student does not attend school for 30 consecutive days and (i) the parent or guardian does not notify the school of the student's withdrawal or of the student's enrollment or intent to enroll in** ~~In the event that a child is withdrawn from a public school to attend~~ a home study program **or another school, (ii) the student is withdrawn without a** ~~and does not have a Home School Program D~~**d**eclaration ~~of Intent~~ filed pursuant to O.C.G.A. §20-2-690**(c), or (iii) the student is 16 years of age or older and stops attending school without completing the conference required by O.C.G.A. § 20-2-690.1(e)** ~~within 45 days of such withdrawal~~, the school shall refer the matter to the Division of Family and Children Services **(DFCS)** of the Department of Human Services **and to the Regional Educational Service Agency (RESA) student affairs officer, as provided below:** ~~to conduct an assessment.~~
      (1) The **DFCS** ~~purpose of such~~ referral and assessment shall be limited to determining whether such withdrawal was to avoid educating **such student** ~~the child~~. **Completion of such conference or** ~~P~~**p**resentation of a copy of such filed declaration shall satisfy the assessment, and ~~the Division of Family and Children Services~~**DFCS** shall immediately terminate the assessment ~~under this Code section.~~;
      (2) **The RESA student affairs officer referral is for the purpose of determining whether such student has enrolled in a home study program or another school.**
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 **state approved high school equivalency (HSE)**~~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.

H. NON-RESIDENT STUDENTS:

A non-resident student enrolled in the District who withdraws voluntarily or whose enrollment is revoked for failure to comply with District policy and/or terms and conditions of the enrollment contract shall not be eligible to re-apply to enroll in the District as a non-resident student.

Revision Timeline*:
Adopted: 8/10/05
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
Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JF)
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; 12/7/23; 1/1/26**; x/x/26**
**Administrative Rules and Board Policies are reviewed on a regular basis. Dates indicate when revisions were made, not the dates of document review.*

Division: Chief of Staff/Student Support

Legal Reference

O.C.G.A. 20-1-14 – 20-1-19	**Caregiver educational consent**
O.C.G.A. 19-9-120 – 19-9-134	**Supporting and Strengthening Families Act**
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. 20-1-9	**Definitions: school business day and school day**
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. 20-2-319.3 Online Clearinghouse Act
O.C.G.A. 20-2-319.6 Home study student participation in extracurricular and interscholastic activities
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 **Disclosures and information required for permanent enrollment in a grade higher than third; provisional enrollment; tranfer of educational records**~~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. 20-2-692.2 Foster care student attending court proceedings credited as present
O.C.G.A. 20-2-697 Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A. 20-2-754 Disciplinary hearings
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
O.C.G.A. 20-2-785 Referral and assessment upon withdrawal from public school without declaration
O.C.G.A. 20-2-1184 Reporting of prohibited acts
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
10 USC 2452 Junior Reserve Officer's Training Corps; homeschooled students
22 USC 2452 Authorization of activities for mutual educational exchange program
42 USC 11431 McKinney-Vento Homeless Assistance Act
Department of Public Health Rule 511-5-6-.02 Filing of Certificates (Form 3300)