



# 2018-19 GENERAL CHOICE TRANSFER PROCESS

## 2018-19 General Choice Transfers Frequently Asked Questions

### **What is a General Choice Transfer?**

All students have an assigned school based on the address of the parent or legal guardian. The General Choice Transfer process allows parents to choose a school that best fits their child's educational needs, if space is available in the chosen school and the school does not have admission criteria.

### **Do all schools accept General Choice Transfers?**

Every school that will be part of Shelby County Schools in 2018-19, has space and does not have certain eligibility criteria is available for General Choice Transfer requests.

### **When will transfer requests be accepted?**

The priority application period begins on January 29, 2018 and ends on March 9, 2018. We will reopen the application once all initial applications have been processed, continuing to offer transfer spots only for schools that still have space available.

### **How do I apply for a General Choice Transfer?**

The General Choice Transfer process is completely online to afford the most opportunities for students and families in Shelby County. No paper applications are printed or accepted. Parents can easily complete and submit an application from any personal computer with Internet access or smartphone or tablet that supports online forms. The online application portal will be accessible from the Shelby County Schools website, [www.scsk12.org](http://www.scsk12.org), beginning at 10 a.m. on Monday, January 29. Parents will simply complete the application online using a valid email address. Parents will receive email notification of submission and whether the transfer has or has not been granted. Letters will not be mailed.

### **How do I participate in the process if I do not have a computer with Internet access?**

For parents without personal Internet access, computers and on-site assistance will be available at the District sites on the first day of the application period, January 29.

- All school locations
- SCS Parent Welcome Center (2687 Avery Ave.)
- SCS Northeast Regional Office (920 N. Highland St.)
- SCS Grays Creek Admin. Office (2800 Grays Creek, Arlington)

### **What if I need access to a computer or help using the online application after January 29?**

Parents who need access to a computer or hands-on assistance after January 29 can visit the any of the locations above during regular business hours. Parents may also consider public libraries, community centers, churches and other sites with free public Internet access. For all other matters, please call (901) 416-6007.

### **If my child is already attending a school on a transfer, do I have to apply again?**

In most cases, no. Your child's transfer may be automatically renewed, allowing him or her to continue at the same school as long as it has his or her next grade within its grade structure. However, if your child has experienced behavior and/or attendance problems, the principal of the school may want to meet with you to discuss denying the renewal of your transfer for the upcoming school year. When applying to a different school, you will need to submit a new application. In order for an IB or Optional transfer to be renewed, the student must continue to meet the requirements of his or her optional program.

### **What is the order in which applications are processed?**

General Choice Transfer requests are considered based on the order that they are received, within priority categories. Applications will be electronically stamped with a date and time as they are submitted online. The School Admissions policy (#6002) outlines priority considerations for all new General Choice Transfer requests. The policy can be viewed at <http://www.scsk12.org/uf/policy/pm/6000/6002.html>.

### **Can someone get the space I applied for even if I turn in my application before he or she does?**

Yes. This can happen if another child meets the criteria for one of the priority categories listed in the policy above and your child does not.

### **When will I find out the status of my child's transfer application?**

You will be notified of the status of your child's application via email prior to early registration this spring.

### **If my child receives a General Choice Transfer, is transportation provided?**

No. If a transfer is approved, transportation must be provided by the parent/legal guardian. Students are expected to arrive to school on time and be picked up at the end of the day on time; transfers may be revoked if tardiness or late pick-ups become a problem.

### **What if I submit an application and change my mind regarding the schools I have requested?**

Once your application has been submitted, no changes can be made. Please carefully study the information regarding this process and instructions provided within the online application to ensure everything you have entered is correct prior to submitting your application.

### **How does this application process relate to the Optional and IB programs?**

The application processes for Optional and IB are separate from General Choice Transfers. You may submit an application for a General Choice Transfer in addition to your application for Optional or IB. If you want your child to participate in an Optional or IB program, you must submit an Optional Schools application. For more information on Optional or IB transfers, please visit [www.scsk12.org/optional](http://www.scsk12.org/optional).