Zoning Appeal Procedures

Must be received by June 09, 2020

School aged children who reside in Liberty County are assigned to schools based on their primary place of residence. It is the expectation that children attend the schools within their attendance area. Permissive transfer requests may be granted under special circumstances provided the parent/legal guardian can document a unique hardship, emergency or child safety incident.

The parent/legal guardian must complete the Zone Appeal Form attached to this document along with proof of criteria listed below.

- Current proof of residence (current utility bill water, gas, electric, local home phone, cable, etc)
- If requesting a change of school under House Bill 224 (Military Bill), you may be asked to verify active duty military status.

All documentation must be provided to the Liberty County Board of Education/Student Services Office before a request for transfer can be reviewed by emailing to zoningappeals@liberty.k12.ga.us no later than June 09, 2020.

Transfers may be granted by one of the following criteria:

Medical Permission- A letter from the parent/guardian requesting a transfer with duration of illness stated AND a letter signed by a medical professional stating:

(a) the nature of the illness or condition  
(b) the prognosis of the illness or condition  
(c) medical reasons given to support the transfer  
(d) how the change of schools will help the student’s condition

Hardship-

Deployment Hardship- A letter from the parent or guardian requesting a transfer stating how the deployment negatively impacts the student attending their zoned school.

Child Care Hardship (for students 12 years old or younger)- A letter from the parent or guardian explaining the child care hardship.

House Bill 224 (Military Bill)- A school aged child of a military service member who lives on a military base or off-base in military housing shall be allowed to attend any public school that is located within the school system in which the military base or off-base military housing in which the student resides is located, provided space is available for additional enrollment.

Superintendent’s Approval- Based on individual circumstances the Superintendent may at their discretion move a student on a case by case basis.

If the request for transfer is approved the parent/guardian will assume responsibility for providing transportation for the student. All permissive transfer requests are conditional and may be revoked at any time for excessive tardies and absences, inappropriate or disruptive conduct or the lack of a cooperative/productive relationship between home and school.
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- Parent must submit a completed Zone Appeal Form
- Attach documentation of criteria listed below
- Attach a current proof of residence (current utility bill water, gas, electric, local home phone, cable, etc)
- If requesting a change of school under House Bill 224 (Military Bill), you may be asked to verify active duty military status.

All documentation must be provided to the zone appeal committee before a request for transfer can be reviewed.

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(a) the nature of the illness or condition
(b) the prognosis of the illness or condition
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