



**COBB COUNTY SCHOOL DISTRICT**  
**Student Support**  
**P.O. Box 1088**  
**Marietta, Georgia 30060**

Form JCAC-1

**2009-2010**

**ASSIGNMENT OF STUDENT OF EMPLOYEES**

(one student per form)

Student's Name \_\_\_\_\_ Grade (2009 -2010) \_\_\_\_\_

Employee's Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Employee's Employment Site/Home Base \_\_\_\_\_ Position \_\_\_\_\_

**Bus Drivers** must list the schools driven to as the home base. Schools: \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_

Employment status: Fulltime \_\_\_\_\_ **OR** Part-time \_\_\_\_\_ Permanent \_\_\_\_\_ OR Temporary \_\_\_\_\_

Home Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_ Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Is this a first-time transfer for your student? Yes \_\_\_\_\_ No \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

In What school is your student zoned to attend by your address? \_\_\_\_\_

In what school is your student presently enrolled? \_\_\_\_\_

In what school do you request your student to be enrolled? \_\_\_\_\_

Does this child receive any Special Education services? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, indicate the type of service(s) received:

**I certify that all information provided on this form is correct and is in compliance with Administrative Rule JCAC and the Cobb County Feeder Schools Pattern.**

\_\_\_\_\_  
 Signature of Parent/Legal Guardian

\_\_\_\_\_  
 Date

**I certify that the above employee is employed in the position indicated with the Cobb County School District and has requested a school in the appropriate feeder pattern.**

\_\_\_\_\_  
 Signature of Employee's Supervisor

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

<b>Approved</b> _____	<b>Denied</b> _____
_____ <b>Area Assistant Superintendent Signature</b>	_____ <b>Date</b>

**Note: Once approved/denied, the form will be returned to the Principal of the receiving school. Enrollment in the school is not official until signed by the Area Assistant Superintendent.**

**Administrative Rule JCAC:** All permanent employees of the Cobb County School District,(District) except substitute employees, who are also a custodial parent/legal guardian with whom the child is domiciled may elect to have their student(s) attend a school according to the requirements of this Administrative Rule. Direct District feeder school patterns are used to determine the approved feeder schools the employee's student may attend. Each employment site and the schools approved for each site are available on the District Web-page. Transfers are only approved for one year at a time. The District does not provide transportation for an employee's student except in the attendance area of residence. **Transfers may be denied because of poor attendance, discipline issues or failure of the employee to maintain a positive relationship with the school. Principals may revoke the transfer at any time that requirements are not met.**

### MIDDLE/HIGH SCHOOL PERFORMANCE ELIGIBILITY REQUIREMENTS

The following performance eligibility regulations apply to middle/high school students of employees who elect the options of Administrative Rule JCAC:

- **Students who participate in Georgia High School Association (GHSA) sponsored activities must meet all GHSA, State Board of Education, and Cobb County eligibility requirements.**
- The Georgia High School Association migratory rule applies to any student who changes schools after entering the ninth grade. Migrant students are eligible for junior varsity and ninth grade participation only. GHSA does not allow immediate performance eligibility if the custodial parent is a staff member, certified teacher or administrator in the feeder pattern unless the student is entering in the fall semester as a freshman. (Exception: GHSA allows a student to remain eligible if one of his/her parents or the **custodial parent is a certified teacher or administrator at the receiving school.**)
- If a student elects to return to the attendance zone district in which he/she resides or to a different school in Cobb County, the student becomes ineligible for Georgia High School Association varsity activities for one calendar year.
- If the student's parent/legal guardian is administratively reassigned to a new job site in a new attendance zone or to system wide or central level responsibilities, the student may remain at the same school or move to a school in the new job assignment attendance zone. If the student is at the high school level, the move may affect eligibility for GHSA performance activities.

### EMPLOYEE NOTICE

- If the parent/legal guardian initiates a change in position in a new employment site zone, the student is eligible only for enrollment in the new job assignment attendance zone or in the zone of residence. If the change in position occurs during the school year, the regular student transfer Rule will apply for the employee's student.

**Transfers must be requested and approved annually. In order for children of eligible employees to remain on transfer through the school assignment Rule, acceptable behavior, attendance, and a cooperative/productive relationship between home and school must be maintained. The receiving school's Principal determines adherence to this provision.**

If you have questions, please contact the office of Student Support or your Area Assistant Superintendent's office.

**A community with a passion for learning!**

3/17/09