**Employee Child Transfer Information**

The **Employee/Child Transfer Application** for the 2023-2024 school year is now available on Frontline for **benefitted employees.** The Employee/Child Transfer Application should be submitted each year for employee’s children who attend a school outside their home attendance zone. Please see below for important information about the Employee/Child Application process.

**Note:** If you are applying for your child to enroll or transfer for **THIS school year of 2022-2023,** please use this ***paper Employee Child Transfer Request Form*** instead of Frontline. Frontline applications are only for the 2023-2024 school year.

**Please note that this application process is not applicable for Pre-K Students.**

1. **If an employee already lives in the requested school attendance zone, then please do NOT complete this form because the student may attend his/her zoned school without submitting a transfer.** An employee should complete this transfer request form only if he/she does not live in the requested school attendance zone. HCSD policy allows an employee to request that his/her child attend school within the cluster where he/she is employed as outlined below:

**Hall County School District Board Policy and Practice:** An employee may enroll his or her children in a Hall County school outside the employee’s attendance zone of residence in accordance with this paragraph. An employee who is assigned to a specific school for work purposes may enroll his or her children in any school within the high school attendance zone where he or she works. An employee who is not assigned to a specific school for work purposes may enroll his or her children in any school within the high school zone where he or she is headquartered. A central office employee/district-wide employee may enroll his or her children in any school that is below capacity and such student may continue to a middle and high school in the same approved attendance zone. The enrollment of employees’ children shall not be affected by staff transfers.

1. **Although the Employee/Child Transfer Application is available all year,** we ask that, if possible, employees **complete and submit the applications by February 6th, 2023** in order to ensure prompt scheduling and accurate enrollment student numbers for the schools. For the 2023-2024 school year, please be sure to complete a 2023-2024 Employee/Child Transfer Form for fall of 2023.

1. This year there is a separate Employee Child Transfer form for each school requested. When completing the 2023-2024 Employee Child Transfer – Request for Student Transfer please be sure to select the Transfer form ***based on the school within the cluster you teach in which you wish to enroll your child.*** (For example: you are zoned for Tadmore Elementary School and teach in the Flowery Branch Elementary School cluster, and you wish to enroll your child at Flowery Branch Elementary School – you will submit the “2023-2024 Employee Child Transfer - Request for Student to Transfer to Flowery Branch Elementary School” Form.)

1. In order to Complete and Submit an Employee Child Transfer Form for 2023-2024 in Frontline Central please do the following:
2. Log into Frontline Central
3. Log into Launchpoint
4. Click the Frontline Employee Icon
5. Select Frontline Central Application
6. Once in Frontline Central choose My Forms in the Index on the Left side of Screen.
7. Under My Forms – select Forms I Can Start
8. Locate the 2023-2024 Employee Child Transfer Request Form you wish to complete (Remember to select the form based on where you wish for your child to be enrolled during the 2023-2024 school year).
9. Click Start this Form on the right side of the screen beside the Employee Child Transfer Request Form you wish to complete.
10. Complete the form and then click Submit Form at the bottom of the Form.
11. Once the form is completed and submitted, it will be processed and the decision (Approval or Denial) will be sent to the Principal and the Employee.

1. If you have questions about the Employee Child Transfer process, please contact Joy Morris at [joy.morris@hallco.org](mailto:joy.morris@hallco.org).

**General Information**

* Enrollment through Employee Child Transfer requires **annual submission** of this form
* The Employee Child Transfer (zoning code 01) is available to employees for whom the system pays benefits
* Employee Child transfers are limited to the schools within the high school attendance zone where the parent works
* The Employee Child Transfer is not available for grandchildren of employees, unless the grandparent is the current legal guardian
* Transportation is the responsibility of parents/guardians
* An employee’s child may apply to magnet or programs of choice options at any school in the Hall County School District
* A cooperative/productive relationship between home and school is expected
* If the eligible employee resigns, retires, or is terminated from HCSD, the provisions of this policy will end. At that time, the student will be governed by all policies governing in-district and out-of-district transfers
* With approval of Superintendent or his/her designee, principal may request that out-of-zone attendance be terminated for non-compliance of rules/regulations.