



# Muscogee County School District

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## **For Immediate Release**

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## **NEWS RELEASE**

### **School Assignment Letters in the Mail and Hardship Transfer Request Deadline Approaching**

**(Columbus, GA)**-School assignment letters are in the mail and parents who wish to make a hardship transfer request must beat the May 18, 2011, deadline. Approximately 8,000 letters have been mailed to the parents or guardians of Muscogee County students advising on the school assignment for 2011-2012 school year. Parents of rising sixth grade and ninth grade students and parents of children with new home addresses should receive the assignment letters. If a student does not receive an assignment letter, in most cases, the student will attend his or her present school for the 2011-2012 school year.

School assignments are based on the home address of the parent or legal guardian. Proof of legal residency is required before a school assignment is granted.

Parents of students who have moved after a school assignment has been made should report to Central Registration, in the Muscogee County Public Education Center, which is located at 2960 Macon Road for an assignment to a new school. Parents must bring proof of their new home address (current utility bill and lease agreement or home ownership documents).

Parents of students who are new to the Muscogee County School District should report to Central Registration, in the Muscogee County Public Education Center, with proof of

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the current home address (current utility bill and lease agreement or home ownership documents), the child's birth certificate, certificate of immunization, eye, ear and dental examination, report card, and student's social security card.

The parents of students who will not be returning to the Muscogee County School District for the 2011-2012 school year should contact the child's school to complete a summer withdrawal form.

The Central Registration office is open Monday-Friday, 8:00 a.m. – 5:00 p.m.

### **Hardship Transfer Request**

The deadline to apply for a student hardship transfer for the 2011-2012 school year is Wednesday, May 18, 2011. No hardship transfers will be considered after May 18, 2011. Hardship Transfer Application Forms may be requested from school principals or the Central Registration office located at 2960 Macon Road.

#### **All hardship transfer requests must state:**

- ◆ a compelling reason for the requested transfer,
- ◆ list the child's assigned school for the 2011-2012 school year, and
- ◆ list the requested school choice for the 2011-2012 school year.

The applicant must obtain the signature of the principal of the school of assignment and return the completed request to the Central Registration office **by May 18, 2011**. Hardship transfer requests will be considered based on space available at the requested school and the validity of the stated reason for the transfer. Action on hardship transfer requests for the 2011-2012 school year will be made in June 2011, and the parents will be notified by mail of the decision.

For information, contact [communications@mcsdga.net](mailto:communications@mcsdga.net) . Parents can contact the child's school or contact Central Registration, (706) 748-3217.

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