



## REASON CODES FOR ADMISSION AND RELEASE

### A. Release from a Gates County School for admission to another Gates County School:

**The request must be approved by the Superintendent or Designee.**

- **Current GCPS Employee:** Parent/guardian is a current permanent employee with Gates County Schools. Discretionary admission is only acceptable within the district in which the parent/guardian works.
- **Childcare Proximity:** The student's before or after school childcare providers are in closer proximity to the receiving school.
- **Completion of School Year:** If a parent/guardian changes residence after the beginning of the school year, the student may stay at their school for the remainder of the school year.
- **Sibling Placement:** When siblings live across multiple custodial families, discretionary admission may be requested to enroll the students in one attendance area in which one of the custodial families is residing.
- **Work Proximity:** Parent/guardian's place of employment is in closer proximity to the receiving school.
- **Other:** Please list specific information relative to the request.

### B. Release from a Gates County Schools to another county:

**The request requires Superintendent recommendation and approval from the GCS Board of Education.**

- **Childcare Proximity:** The student's before or after school child care providers are in closer proximity to the receiving school.
- **Completion of School Year:** If a parent/guardian changes residence after the beginning of the school year, the student may stay at their school for the remainder of the school year.
- **Sibling Placement:** When siblings live across multiple custodial families, discretionary admission may be requested to enroll the students in one attendance area in which one of the custodial families is residing.
- **Work Proximity:** Parent/guardian's place of employment is in closer proximity to the receiving school.
- **Other:** Please list specific information relative to the request.

### C. Admission into Gates County Schools from another County:

**The request requires Superintendent recommendation and approval from the GCS Board of Education.**

- **Current GCPS Employee (see above)**
- **Childcare Proximity (see above)**
- **Completion of school year (see above)**
- **Sibling Placement (see above)**
- **Work Proximity (see above)**
- **Other (see above)**

#### **Note to Parents/Guardians:**

A new student transfer request must be submitted each school year for each student. It will be the responsibility of the parent/guardian to ensure students are transported and arrive/depart in accordance with the school's schedule. If excessive student absenteeism or tardiness occurs, it could result in the revocation of the student out-of-district placement.

**\* The principal may recommend transfers be revoked at any time for violation of attendance (including excessive tardiness) & discipline policies.**

**Please understand you are not guaranteed attendance at the out-of-zoned school for subsequent years. Enrollment and individual classroom sizes will be considerations and cause future student transfer requests to be denied or rescinded regardless of previous attendance or past approval.**