

## The Student Assignment Office assists families as they seek to enroll their students in Guilford County Schools (GCS).

Each student enrolled in GCS is assigned to an elementary, middle or high school in one of three ways:

- 1) Based on the attendance area in which the student's parent(s) or court-appointed guardian/custodian resides,
- 2) Through the application to a magnet school or high school option or
- 3) Through compliance with state and federal laws.

## How is School Assignment Determined?

School assignment is based on:

- the address of parent(s) or court-appointed guardian/custodian,
- discovery and development of individual student's gifts and talents through magnet schools and high school options,
- parent choice of the appropriate educational program for the child through magnet schools and high school options, No Child Left Behind choice options and choice zones,
- efficient use of facilities and/or
- determination by school staff that students meet the criteria of homeless children and youth as defined by the McKinney-Vento Homeless Assistance Act.

### ADMISSIONS PROCESS Enrolling Students

After determining school assignment, the parent(s) or court-appointed guardian/custodian should present the following items directly to the school regardless of grade level of student (the same information is needed for enrollment of new kindergarten students):

- A certified copy of the child's birth certificate
- A current immunization record
- A copy of the most recent report card or school transcript (if available)
- Proof of address to verify the home address of the parent(s) or court-appointed guardian/custodian



**Guilford  
County Schools**

**Guilford County Schools  
Student Assignment Office  
120 Franklin Blvd.  
Greensboro, NC 27401**

**Phone: 336-370-8303 Fax: 336-378-8810  
www.gcsnc.com**

#### Legal References:

**G.S. 115C-81, 115C-231, 115C-364, 115C-366,  
115C-367, 115C-368, 115C-369, 115C-370**

**GCS Board of Education Policies:  
JBC, JBCC and IEM**

**GCS Administrative Procedures JBC-P and IEM-P**

The wording used in this brochure has been altered to make legal terms and statements regarding student assignment and enrollment more user-friendly. Board of Education policies JBC, JBCC, IEM and accompanying administrative procedures should be considered as the valid documents and sources for student assignment and enrollment regulations. For complete copies of the policies and procedures, please visit the district's Web site at [www.gcsnc.com](http://www.gcsnc.com).

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Blvd., Greensboro, NC 27401; 336-370-2323.

**Guilford County Schools  
The Student Assignment Office**

**STRIVING. ACHIEVING. EXCELLING.**

# ADMISSIONS PROCESS

## What are Acceptable Forms of Address Verification?

1. Original gas, oil, water or electric bill in the name of the parent(s) or court-appointed guardian/custodian. Telephone and cable television bills are not acceptable identification.
2. Official lease agreement in the name of the parent(s) or court-appointed guardian/custodian.
3. Driver's license or state identification card from Department of Motor Vehicles (DMV) and voter registration card (**obtain from the Board of Elections Office - not the DMV. DMV will not provide documentation of voter registration**). These items must be in the name of the parent(s) or court-appointed guardian/custodian.
4. Driver's license or state identification card and car registration in the name of the parent(s) or court-appointed guardian/custodian.
5. Driver's license or state identification card and letter from employer on company letterhead verifying address of the parent(s) or court-appointed guardian/custodian.
6. Driver's license, state identification card or voter registration card and Medicaid card in the name of the parent(s) or court-appointed guardian/custodian.

## Are There Any Exceptions to Enrollment?

In the following instances, persons wishing to enroll students in GCS should contact the Student Assignment Office for instructions:

- Student lives with individual other than parent(s) or court-appointed guardian/custodian
- Student lives with one parent but wishes to attend school in the attendance zone of the other parent
- Parent(s) or court-appointed guardian/custodian lives outside Guilford County and wishes student to attend GCS
- Parent(s) or court-appointed guardian/custodian is homeless or unable to obtain appropriate proof of address
- Student is at least 18 years of age and financially independent

## Kindergarten Enrollment

Kindergarten registration is held in the spring each year. Students who will be five years of age on or before October 16 may register in the elementary school designated by the home address of the parent(s) or court-appointed guardian/custodian. Beginning with the 2009-10 school year, a student must be five years of age on or before August 31 to attend kindergarten.

## How Do I Apply For Magnet Schools?

Any student whose parent(s) or court-appointed guardian/custodian resides in Guilford County is eligible to apply for admission into a magnet school (grades K-8). Applications from students who reside outside of Guilford County will not be considered.

To explore various magnet schools and review guidelines, go to [www.gcsnc.com/magnet](http://www.gcsnc.com/magnet).

After selecting magnet schools (grades K-8) in which you are interested,

- complete the application, listing in priority order only the programs you are willing to accept and
- mail or hand deliver completed application to the Student Assignment Office at 120 Franklin Blvd., Greensboro, NC 27401 during the four-week spring application period.

To apply for high school options, deliver the application directly to the school.

## How Are Students Selected?

Acceptance into magnet schools (grades K-8) is based on a random selection process. The parent(s) or court-appointed guardian/custodian will be notified of admission status within five weeks of the close of the application period. The parent/court-appointed guardian must go to the school to register the student within the time frame stated in the acceptance letter or the magnet assignment will be forfeited.

## Criteria for Selection

Applications are selected through a random selection process using the criteria below:

- Receipt of application before deadline
- Transportation patterns for duplicate programs
- Siblings
- School capacity
- Classroom capacity
- Present magnet status of applicant

## Magnet School (grades K-8) Application Facts

- There is no appeal for non-admission to a magnet school.
- Students will receive no more than one offer to a magnet school.
- Vacancies that occur between spring notifications and the end of first semester will be filled from the original applicant pool.
- If the child is accepted and enrolled at the magnet school, the parent(s) or court-appointed guardian/custodian is agreeing to accept assignment to the magnet school requested. They are also making a commitment to keep the student in the school for one full school year.
- Applicants with a sibling already in the same program will be given priority in the random selection process.
- In cases where there are duplicate magnet programs (i.e., global studies, Spanish Immersion, International Baccalaureate, science and technology, Montessori, arts) the residence of the parent(s) or court-appointed guardian will determine the school to which the student is eligible to apply.
- Assignments to magnet schools may be rescinded due to excessive tardiness or unexcused absences.
- Applications of non-accepted students are not carried over from one school year to the next. A new application must be submitted during the application period for the following year.

## Does My Student Need to Apply to a Magnet School Every Year?

Students admitted into a magnet program may remain in the program at the same school through that particular grade configuration, i.e. K-5, without submitting another application.

However, a Continuation Intent Form must be completed by the parent(s) or court-appointed guardian/custodian annually to indicate the student's desire to remain in the program. A student's wish to return to an attendance zone school should be indicated on the Continuation Intent Form. In order for the Continuation Intent Form to be valid, it must be returned to the magnet school the student attends by the required date. The information submitted on the Continuation Intent Form will dictate the official school placement for the following year.

In order to continue in a magnet program at the next school level (elementary to middle), a new application must be completed. Students who have already been in an elementary magnet school and wish to continue in the same themed program at the middle school level will be given a preference in the random selection process. When there are space limitations, however, the student cannot be guaranteed a space in the middle school continuation program.

## How is My Student Notified of His or Her School Assignment?

All GCS students will receive official notification of their school assignment on their final report card. Any letter of magnet acceptance or approved reassignment will override the report card notification.

## How Can My Student Transfer?

Students wishing to request a transfer to a different school may do so by completing and sending to the Student Assignment Office the Request for Reassignment Form. The forms are available beginning April 1 from the Student Assignment Office. If the request is for child care/day care for a student in grades K-8, the Child Care Supervision Form and the Employer Verification Form must also be completed and returned along with the Request for Reassignment Form. The forms can be obtained from the Student Assignment section of the GCS Web site at [www.gcsnc.com](http://www.gcsnc.com) or from the Student Assignment Office. Notifications will begin in May. For reassignment requests received before the deadline of July 1, notification regarding approval or denial will be mailed within 10 working days following receipt in the Student Assignment Office.

## Transfer Guidelines

- Requests for transfers are reviewed and appropriate decisions made based on reason(s) for request and space availability in requested school.
- Requests for reassignment should be made between April 1 and July 1.
- No more than one reassignment request per student will be granted each year.
- Approved reassignment requests are for one year only; subsequent transfers must be requested each year.
- Parents are responsible for transportation to and from school for reassigned students.
- The Student Assignment Office may rescind a reassignment if the student has problems with behavior, tardiness or unexcused absences. If the reassignment was granted for specific academic programs, the student must meet the expectations of that program in order to continue participation and the reassignment.

- Further details on student reassignment can be found in Board of Education policy JBCC.

## Appeal of the Reassignment Denial

If the reassignment request is received by July 1 and is denied, the applicant, within five days after receiving notice of the denial, may apply in writing to the Director of Student Assignment for a hearing with a Board of Education panel. After submission of the request for a hearing

- The parent(s) or court-appointed guardian/custodian will receive notification from the hearing officer of the day and time of the hearing.
- At the hearing, the panel shall consider the applicant's written documentation as previously provided, and the applicant will be given 10 minutes to provide oral presentation to the panel citing why the initial decision to deny the request was in error.
- The Board of Education panel, at its discretion, may consider additional documentation regarding the request for reassignment.
- Five minutes will be allotted for the panel to pose questions.
- The panel's decision will be forwarded to the full Board, and the applicant will be advised of the Board's decision. Persons wishing to appeal their assignment requests to the Board shall be granted the opportunity to appeal each decision one time during the school year.

## What Happens if My Student Moves During the School Year?

Address and telephone changes should be submitted to the school at the time they occur. The parent(s) or court-appointed guardian/custodian should present appropriate address verification at the time of moving. If the parent(s) or court-appointed guardian/custodian wishes for the student to finish the remainder of the school year at the school, a Request for Reassignment Form must be completed and submitted to the Student Assignment Office. The request will be honored so long as the student has no attendance or behavior problems.

## Redistricting

Factors which could result in a Board of Education decision to redistrict or change school zone attendance lines include:

- The opening of new schools
- Crowding at existing schools
- Facility improvements/expansion
- Transportation/travel time
- Magnet school offerings

Whenever a phase of redistricting is implemented, rising fifth-, eighth-, 10th, 11th and 12th graders may request to remain in their previous school; however, no transportation will be provided.

**Information on school assignment for a specific address can be obtained by accessing the School Assignment Locator on the GCS Web site at [www.gcsnc.com](http://www.gcsnc.com), calling the Student Assignment Office at 336-370-8303 or contacting a nearby school.**