

DRAFT News Flash to DCSD Employees regarding a change in Board Policy

ATTENTION: Employees with children who will be in kindergarten – 12th grade next year.

If you are the parent or legal guardian of a student and you would like to submit an Employee Student Transfer Request for your child to attend the school in which you work, or a school in the vertical feeder pattern of the school in which you work, **please read the following important message.** This information does not apply to students entering Pre-K in 2015.

Board Policy JBCC - Student Assignment was revised by the Board of Education on May 5, 2014. The revised Board Policy can be found on the following website: <http://www.dekalb.k12.ga.us/student-support-services>. Beginning with the 2015-2016 school year, School District employees will be required to submit their Employee Student Transfer Requests during an Open Enrollment period. **Open Enrollment for Employee Student Transfer Requests for the 2015-2016 School Year is scheduled to coincide with School Choice Open Enrollment, February 2-20, 2015.** Applications will be submitted online using the ePortal, the same program used to apply for School Choice.

If your child is currently enrolled in a DeKalb County School District school, you will use your Parent Portal log-in information to apply through the e-Portal during Open Enrollment. There is a link on the School Choice website (<http://www.dekalb.k12.ga.us/school-choice>) to access e-Portal, but it will not be activated until Open Enrollment begins on February 2. Students not enrolled in a DeKalb County School District public school must complete the Registration Authorization process to be eligible for completing a School Choice Program Application. Each parent must use the online Infinite Campus Parent Portal Registration at <http://www.dekalb.k12.ga.us/about/schoolchoice> or <http://eportal.dekalb.k12.ga.us/eportal/> to register the student and receive an Activation Key (GUID Number) to create a login user name and password. If the child for which you plan to submit a School Choice Program application is enrolled in a DeKalb County School District public school and **you have created a Parent Portal Account user name and password.** If the child you plan to submit a School Choice Program application is already enrolled in a DeKalb County School District public school and **you do not have a Parent Portal Account**, please contact your local school to receive an Activation Key (GUID Number) to create a login user name and password. **Create a Parent Portal Account** at <http://www.dekalb.k12.ga.us/www/infinite-campus/>. Select Parents. Next, select Campus Portal Parent Login. Follow the instructions to create a user name and password. **The user name and password will be used to access the Infinite Campus Parent Portal and the School Choice ePortal.** You will receive your log-in number to access ePortal within 3-7 business days.

If you already have an employee student transfer permission letter on file for your child, it should be good through the highest grade in the approved school, provided that your work location has not changed. If your student is moving on to middle or high school you need to submit a new request during February. If you are not sure which school you are eligible to apply for, enter the street address of your actual worksite into the School Locator. <http://www.dekalb.k12.ga.us/transportation/school-locator> The school locator will tell you what elementary, middle and high school your work site is zoned for.

The only requests which will be considered after the February 20th deadline will be for new hires or employees who transfer to a new work location. These employees will have a 45 day grace period in which to submit their requests for consideration.

PLEASE NOTE: Employee Student Transfers are not used to get into a School Choice (lottery-based) program. If you are a DeKalb County resident and you want to apply for a School Choice program (Magnet, Theme, Charter, International Baccalaureate, Montessori, etc.) then you need to apply for those separately during Open Enrollment.