



HCS 2014/15 Personnel Student Transfer

In accordance with HCS Board Policy 6.3.1c, HCS allows employees to apply for their children to attend a school within the cluster where they are employed. Personnel student transfers are awarded for remaining spaces at schools after all Majority-to-Minority Transfers are awarded. This means that space is significantly limited.

Application Process:

Employees/Parents can submit an online application for Personnel Student Transfers during the annual transfer application window. (June 2-June 13, 2014)

- Students currently enrolled or registered at a school within HCS and those not currently enrolled or registered* are eligible to apply for a Personnel transfer.
- The electronic application process will only accept one application per student.
- The employee must provide the employee's name, employee number and their location of work.
- For a current HCS student, the employee is required to enter the student's state ID and student's date of birth and confirm that the address, current grade and upcoming grade (which is displayed) is accurate.
- For a non-current HCS student, the employee/parent must provide the student's name, date of birth, current school and current grade.*
- A system generated confirmation number will appear on the screen to confirm and track each application.

Communication Process:

Parents will be notified of approved Personnel transfers in late-June.

**Note, student's transferring into HCS schools outside the HCS school zone will be required to pay tuition to attend HCS.*