

TIPTON COUNTY BOARD OF EDUCATION

Monitoring: Review: Annually, in April	Descriptor Term: Inter/Intra District Transfers	Descriptor Code: 6.206	Issued Date: 05/08/14
		Rescinds:	Issued:

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2 DEFINITIONS

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4 **Parent, legal guardian, legal custodian:** person with legal responsibility for a child (Note “legal
5 guardian” is defined as a court decree.)

6 **Athletic Eligibility:** The ability to participate in sports grades 7 – 12 as determined by local board
7 Policy 4.301 and the TSSAA.

8 **Educational capacity:** This term refers to the physical building capacity of the school buildings for
9 specific programs including; special education, career and technical programs, specialty programs,
10 general program offerings and other factors as determined relevant by the System. Capacity also
11 includes availability of certified employees based on Tennessee State Board of Education
12 requirements. According to state requirements, the following apply:

13 Grades K – 3 average 1:20, maximum class size 25

14 Grades 4 – 6 average 1:25, maximum class size 30

15 Grades 7 – 12 average 1:30, maximum class size 35

16 Career Technical average 1:20, maximum class size 25

17 **Non-resident Student:** A student who does not reside within Tipton County.

18 **Open Enrollment:** The admission of students within the Tipton County School System to a school
19 other than the one that is zoned for their current address.

20 **Out-of-zone student:** A student who attends a school that is not his or her zoned school.

21 **Resident Student:** A student who resides in Tipton County.

22 **Sibling:** A brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child living in the
23 same household.

24 **Transfer Student:** A student who attends a school that is not his or her zoned school.

25 **Transportation:** The means by which students come to and return from school.

26 **Zoned School:** The school to which a student is assigned based on System zone lines.

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28 STUDENT ASSIGNMENT

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30 All school-aged residents of the County of Tipton attending the Tipton County Schools are assigned to
31 schools based on their residence, as is reflected by the residence of their custodial parent/legal
32 guardian/custodian. A child whose care, custody and support has been assigned to a resident of the
33 County of Tipton by power of attorney or order of the court shall be enrolled in school provided
34 appropriate documentation is reviewed and approved by the System. Proof of legal residence and legal
35 custody/guardianship shall be required for enrollment in school.

1 After a student has enrolled in one (1) school within the System, he/she will not be permitted to
2 transfer to another unless there is a change in residence of the student's parents or guardian outside the
3 area in which the student enrolled. Any exception to this policy must be brought before the director of
4 schools for evaluation and decision. Hardship requests do not include requests made due to
5 transportation issues or before and after school care issues.

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7 Students whose families change their residence to another school area after the first month of school
8 may complete the school year at their former school. Students who present evidence that they will
9 move during the school year and who desire to enroll in a new school in the new area may do so with
10 prior written request for a change of school area. The director of schools may grant other exceptions to
11 this policy for good and sufficient reasons.

12
13 Principals shall allow credit for work transferred from other schools only when substantiated by
14 official transcripts or successful completion of comprehensive written examinations approved,
15 administered and graded by the principal or his/her designated representative.

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17 Proof of residence of new resident students planning to enroll in the System may be mailed to the
18 Board office. Proof of residence of all non-resident students, whether or not the student is currently
19 enrolled in the System, must be made in person at the school at which the student is requesting to be
20 transferred on a date which will be announced.

21
22 Two of the following items will be considered as proof of residence:

- 23 1. Property tax records which indicate the location of the homestead;
- 24 2. Mortgage documents or property deed;
- 25 3. Apartment or home lease;
- 26 4. Current utility bills showing residence address;
- 27 5. Voter precinct identification; and
- 28 6. Automobile registration.

29
30 However, any document which evidences only a post office box as an address shall not be accepted.
31 Parents or legal guardians may be required to sign an affidavit verifying information provided is cor-
32 rect.

33
34 Students who live with a guardian must present to the Board a court decree declaring the guardianship
35 twenty (20) days prior to the first day of student's first prospective school year. A copy of the decree
36 may be mailed or delivered in person to the Board office.

37
38 Transfer students will meet the same enrollment requirements as new students.

39
40 Students who desire a transfer from another school System must present proof of residency twenty (20)
41 days prior to the first day of the school year. Any new student who fails to provide proof of residency
42 twenty (20) days prior to the first day of the school year will not be permitted to attend school until
43 proof of residence has been provided, or in a case of a prospective transfer student, will not be consid-

1 ered for transfer. The feasibility of allowing transfers into schools within the System, at a minimum,
2 shall consider the educational capacity of the school including space allocation for specialty programs,
3 staffing, general program offerings, and crowding/overcrowding.

4 5 **INTERDISTRICT TRANSFERS**

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7 All non-resident students who desire to transfer to the System, whether or not the student has previ-
8 ously attended the county schools, must meet the following criteria in order to be considered for
9 transfer. The student must apply in person at least twenty (20) days before the first day of the
10 school year and comply with proof of residence criteria. Students will be enrolled as inter-district
11 transfer students for the following reasons.

12
13 1. The student expresses an intention to participate in a specialized academic, vocational or
14 specialized education curriculum not offered in the resident school division. If the transfer is
15 granted, the student must actually participate in said program. Involvement in extracurricular
16 activities, standing alone, shall not be considered as sufficient reason for a transfer.

17
18 2. The health of the student is in jeopardy. To verify the health purpose, a letter from a
19 medical doctor certifying the condition of the student will be required to be submitted to the
20 Board.

21
22 3. Both parents work or a single parent works and the resident school has no day or after-
23 school program.

24
25 4. Any employee of the Tipton County Board of Education may enroll his/her children in the
26 Tipton County School System in the feeder school in which the employee is employed.

27
28 All non-resident transfer requests will be considered by a Committee appointed by the Director of
29 Schools based upon the criteria enumerated above, coupled with State and Federal guidelines.

30
31 Students who enroll using false or misleading information will owe tuition to the System for the period
32 of time enrolled. The transfer status of such a student will terminate at the end of the school
33 year. Additionally, students who provide false, inaccurate or erroneous information to obtain a student
34 transfer may jeopardize the privilege of participating in student athletics within the school system.

35 36 **INTRA-DISTRICT TRANSFERS**

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38 The Board's expectation is that all schools demonstrate commitment to academic excellence within a
39 stimulating and safe teaching/learning environment. The Board recognizes that parents/legal
40 guardians/custodians make educational decisions to fit the varying needs, interests and academic goals
41 of each of their children and that they may wish to have their children attend a school located in an
42 area other than that of their assigned school. Therefore, the System shall offer student transfers that
43 provide options for parents/legal guardians/ custodians and enhance the educational environment and
44 overall school community at individual schools.

1 Special Circumstances

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3 A student will be allowed to remain and/or transfer to a school when certain eligible circumstances
4 arise during the course of a regular school year.

5

6 Eligible circumstances include:

- 7 • Death of parent/legal guardian/custodian
- 8 • Divorce of parent/legal guardian/custodian
- 9 • Change of residence
- 10 • Exit grade (last grade in the school) request -A student entering an exit grade may request to
11 remain at the current school if the parents/legal guardians/ custodians move to another
12 attendance zone within the Tipton County School System.

13

14 The System may make student placements outside of the transfer period if required by law (i.e. change
15 of custody or residence of parent or guardian) or determined necessary by the System (e.g., special
16 education, safety, adjustment, psychological, or medical needs of a student).

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18 Open Enrollment

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20 All Tipton County School students residing within the Tipton County Schools attendance zone
21 boundaries, including the children of full-time non-school building employees, may request a transfer
22 to attend a school other than the student's zoned school on a space-available basis. The System will
23 publish a list of schools that are anticipated to have available capacity two weeks before the open
24 enrollment period each year.

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26 Academic ability, athletic ability, extracurricular participation or disability status may not be used as
27 admissions criteria for open enrollment transfer students.

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29 The following general provisions apply to student transfers:

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31 1. Previously-granted Transfer Renewal – A previously granted transfer will remain in effect
32 through the child's exit grade at a particular school, provided the child continues to maintain
33 acceptable behavior, academic performance, and attendance. Written confirmation will be sent
34 to the parent/legal guardian/custodian prior to registration each year.

35 **Note:** Once the **exit grade** has been completed, a new student transfer application must be
36 submitted for the following school year. (i.e. a student who completes the 8th grade at a middle
37 school must submit a student transfer application to attend a high school.)

38 2. Current Sibling Transfer Renewal – A student who has been granted a transfer based on
39 their siblings' enrollment at a school shall be permitted to attend the school to which they were
40 transferred through that particular school's exit grade level, provided the child continues to
41 maintain acceptable behavior, academic performance, and attendance.

1 **Transfer Priorities**

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3 Open enrollment requests will be considered after the school System grants transfers requested
4 pursuant to Transfer Priorities 1-4 below; in the order each application is received.

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6 Transfer requests shall be considered by the following priority schedule:

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8 **1. Tipton County Schools Employee Transfer Requests** – Children of full time Tipton
9 County Schools’ employees, upon request, shall be granted transfer to the school where the
10 employee works or a school within the feeder pattern. Educational capacity or other factors
11 deemed relevant by the System may be considered for feeder pattern. **Eligible individuals**
12 **must be permanent full time employees.**

13

14 **2. New Requests for Sibling Transfers** – Students with siblings already at a school may
15 request a transfer to the same school as their enrolled sibling. If a student is granted a transfer
16 based on their siblings’ enrollment at a school, the students shall be permitted to attend the
17 school to which they were transferred through that particular school’s exit grade level. Siblings
18 must be enrolled at the requested school during the school year for which sibling attendance is
19 requested.

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21 **3. Students requesting a specific program of study not available in their zoned school -**
22 High School students may request a transfer to a school that offers a program of study that is
23 not currently offered at their assigned school. Requests will be evaluated based upon spaces
24 apportioned for the program and if granted, the student will be required to enroll in the
25 requested program upon admission and continue in the program of study to maintain the
26 transfer. All programs of study transfers will be reviewed centrally with input from the
27 involved school in order to evaluate academic course offerings and to ensure equitable access
28 to course offerings.

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30 4. All Tipton County Schools Students **NOT** classified with *priorities 1-3 above*.

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32 **Application**

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34 Only the student’s parent, legal guardian or legal custodian may apply for a transfer on behalf of the
35 student. The transfer application period/open enrollment period for all students will be communicated
36 to the public annually by the System.

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38 Parents/guardians may apply by completing and submitting a transfer/open enrollment application
39 form that is available at all Tipton County Schools and on the school System website at [www.tipton-](http://www.tipton-county.com)
40 [county.com](http://www.tipton-county.com). Applications will be accepted by hand-delivery or mail to the Tipton County Schools
41 System Office at 1580 Highway 51 South, Covington, Tennessee.

- 1 • No applications will be accepted at a school site.
- 2 • Applications that are not fully completed will not be accepted.
- 3 • Faxed applications will not be accepted.

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5 If an application is not made at the proper time, or is denied, the student shall report to his/her zoned
6 school at the beginning of the new school year. If a transfer is granted, the student shall maintain
7 satisfactory attendance, behavior and effort to remain in the new school.

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9 In accordance with the provisions of this policy, the System shall endeavor to grant all transfers that
10 are properly submitted in a timely manner.

11 **Selection Process**

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14 When the number of applicants exceeds the number of spaces available, students will be selected by a
15 random selection lottery.

- 16
17 • Parents will be notified of their lottery position **via mail**.
- 18 • The name, address, and telephone number of each eligible applicant shall be printed on a
19 lottery log for each requested school. Corresponding numbers shall be placed on cards and will
20 be placed into a bin by priority level, school and grade level and then shuffled.
- 21 • One lottery drawing will be held for all available schools at a time and place publicly
22 announced by the System.
- 23 • If an offer is extended, parents/guardians must complete and sign an acceptance confirmation
24 form that **must** be submitted and received at the Central Office prior to registration.
- 25 • Parents must then register their child at the transfer school on the new student registration date.
26 **Proof of legal residence and legal custody/guardianship shall be required for enrollment**
27 **in school.**
- 28 • If the acceptance confirmation form is not received and/or the student has not officially
29 registered at the school of acceptance, the child's space in the school will be forfeited. All
30 deadlines are strictly adhered to and parents/guardians are encouraged to deliver acceptance
31 confirmations to the Principal at the school of acceptance.

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33 Questions regarding the open enrollment process may be directed to the Director of Operations.

34 **Denial/Revocation of Student Transfers**

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37 Student transfers may be denied or revoked at the end of each semester if the student fails to meet or
38 maintain acceptable academic standards, attendance requirements (including excessive tardiness and
39 absenteeism), and appropriate behavior. Prior to removal, the principal, in collaboration with the
40 student and parent, will develop a contractual improvement plan. The plan, not to exceed 4 weeks, will
41 allow the student time to demonstrate improvement in behavior and/or attendance. Parents are
42 encouraged to monitor their child's behavior, academic performance, and attendance and work with the
43 school if necessary to ensure their child successfully maintain the transfer.

1 The System reserves the right to remove or refuse a student enrollment due to false or misleading
2 information on the application. Students whose transfers are denied or revoked are to attend their
3 assigned school, unless otherwise determined by the Director of Schools or (designee).

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5 If a student has been removed from attending an “Out-of Zone” school through the Open Enrollment
6 Process they may not reapply to the same school for the next year.

7 8 **Transportation**

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10 Transportation for students who are granted transfers by the System shall be the responsibility of the
11 parents/legal guardians/custodians unless otherwise required by law or provided in Board policy (with
12 the exception of students attending Covington Integrated Arts Academy).

13 14 **Athletics**

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16 Under certain circumstances, a transfer could jeopardize the athletic eligibility for a student. Please
17 refer to board policy 4.301 and TSSAA rule/regulations/guidelines for complete information on
18 athletic eligibility and student transfers.

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20 Participation in sports after transferring to an open enrollment school may result in the student being
21 ineligible to participate in a sport for one school year.

22 23 **Special Education**

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25 Students with Individual Education Plans and students with Section 504 Plans will be permitted to
26 apply for open enrollment. Prior to enrollment in a new school, the system’s special education
27 department and the system’s Section 504 Coordinator will determine if the individual student’s IEP or
28 504 Plan can be met at the open enrollment school. The System will not develop new programs to meet
29 the needs of these students if the programs currently exist at the students’ zoned schools.

Legal References

TCA 49-2-128