

KNOX COUNTY SCHOOLS
Student Enrollment Office

STUDENT TRANSFER APPEAL

Student Name _____ ID# _____

Assigned School _____ Grade _____

Parent/Guardian _____ Relation to Student _____

Street Address _____ City, State, Zip _____

Home # _____ Cell # _____ Work # _____ E-mail _____

Parent/Guardian Instructions:

When you wish to appeal a student transfer, the first step is to contact the Enrollment Office and inquire about current transfer options. Regular transfers to school with space available and changes in waiting list status are available from May-August. After July, there are generally no transfers; however, if there has been a change in the student's address, custody and/or new to Knox County Schools, please make staff aware of your situation. The appeal process is applicable if you have requested a school, have been denied your request, and an extreme and unique condition exists which might require priority considerations.

If you choose to appeal, submit your completed appeal packet directly to the Office of Enrollment. A complete appeal packet includes this Student Transfer Appeal form, your written statement and supporting documents. For all school issues an attempt to resolve must be made at the base school.

Here are some helpful questions to address during your appeal.

1. What do you see as the problem? Attach documents, restraining order, safety concerns
2. List the steps you have taken to solve problem.
3. What conditions – specific (not school) – would alleviate the problem(s)?

Please retain a copy of all information/documents submitted.

Signature _____ Date _____

Submit to: Brian Hartsell
P.O. Box 2188
Student Enrollment Office
Knoxville, TN 37901
Fax: 865.594.1504

Rec'd by _____
Date _____