



# 2024-2025 APPLICATION FOR STUDENT TRANSFER

Student ID _____
Current School _____

**PLEASE PRINT**

Student's Name _____	Date of Birth _____ Sex ____ Race _____
Parent/ Guardian Name _____	Present Grade _____ Grade Next Year _____ <small>(2023-24) (2024-25)</small>
Address _____ Apt. # _____	Current School (2023-24) _____
City, State _____ Zip _____	Zoned School (2024-25) _____
Email _____	Home Phone _____ Cell _____
Work Phone _____	

Knox County Resident: Yes ☐ No ☐ If not, name of county \_\_\_\_\_

**Reason for Requesting a Transfer:** (please mark one)

<input type="checkbox"/> <b>Teacher Child</b>	KCS Work Location _____ Employee # _____
<input type="checkbox"/> <b>Employee Child</b>	KCS Work Location _____ Employee # _____
<input type="checkbox"/> <b>Project GRAD</b> w/transportation (must have attended Project GRAD/Community School)	
Previous Project GRAD/Community School attended _____ What year(s) _____	
<input type="checkbox"/> <b>Sibling</b>	Name _____ ID # _____
<input type="checkbox"/> <b>Magnet Virtual</b>	_____ (name of school; if virtual; list elementary, middle or high)
<input type="checkbox"/> <b>Program of Study</b>	Program Name (Orchestra, ROTC and etc.) _____ (minimum 2 year program)
<input type="checkbox"/> <b>Other</b> (continuation, *course, preference, etc)	*Course _____
Please explain _____	
_____	
_____	

**PLEASE REQUEST UP TO THREE SCHOOLS (THREE SCHOOLS AREN'T REQUIRED) IN ORDER OF PRIORITY. ONLY LIST SCHOOLS YOU ARE INTERESTED IN YOUR CHILD(REN) ATTENDING.**

1. _____
2. _____
3. _____

**NOTE:** Students will receive approval to only one requested school listed above. Once approved to a school, the student is REMOVED from the waitlist for other requested schools listed above.

*By signing and checking the box, I, the parent/guardian, have read and understand the information and guidelines on the back of this form:*

Yes ☐ No ☐

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Transfer within Knox County Schools

### Definitions

The term “base school” means the school located in the parent’s or guardian’s school zone of residence where the student is required to attend unless a transfer is granted.

The term “receiving school” means the school to which a transfer is requested or granted.

An “out-of-zone student” is a student who attends a school that is not his or her base school.

The term “sibling” is a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child living in the same household.

“Random Selection” is the electronic process which will be used for selecting students to be transferred. For determining seats available at schools, KCS will use grade clusters of: Grades K-3, Grades 4-5, Grade 6, Grades 7-8, and Grades 9-12.

### Transfer Application

Application – Only the student’s parent or guardian may apply for a transfer on behalf of the student. The Director of Schools has established a transfer procedure that will provide transparent and equitable opportunity for transfer to all applicants. **If an application is not made at the proper time, or is denied, students shall report to their base school at the beginning of the new school year.**

### Priorities

The order of priorities for transfer decision shall be:

1. Teacher’s Children at the school in which they teach
2. Employees
3. Sibling of a currently enrolled student
4. Continuation in Project GRAD
5. Magnet
6. Virtual
7. Academic Program of Study
8. Others in Knox County (by Random Selection)
9. Out-of-County (After all Knox County students have been assigned)

### General Conditions

Transportation – Transportation will not be provided by Knox County Board of Education. Unless so stated, transportation shall be the responsibility of the parents, guardians or students.

Available Capacity – All transfers are subject to limitations of available capacity. Determinations of capacity will take into consideration physical space available, program offerings and the staffing level established under the school system staffing model.

Wrongful Transfer or Enrollment – Any out-of-zone zone or out-of-district student in grades 6-12 found to be enrolled in or attending a school other than their base school without an approved transfer shall be returned to the appropriate base school at the end of the semester in which the violation is discovered. Students in grades K-5 shall return to their base school at the end of the nine week grading period in which the violation was discovered. If the wrongful transfer or enrollment is believed to have been a willful action on the part of a parent or guardian, the Director of Schools may pursue action under the provisions of the Tennessee Code Annotated.

Duration – Approved general transfers are generally effective through the terminal grade level of the school to which the student is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary and attendance record at the receiving school. If a student does not meet these expectations, the principal of the receiving school may request that the transfer be revoked and the student be returned to the base school. The Director of Schools or his designee shall review, and approve or deny any principal’s request to revoke a student transfer. Students who are directed to return to their base school shall do so at the end of the school year, unless the Director of Schools determines it is in the best interests of the student and/or the school system to do otherwise.

Appeal – The school system’s decision in the selection of the requested school for students applying for Magnet or courses not offered in their base school are not appealable. Parents/guardians may appeal all other transfer decisions to school officials in the following order:

1. Supervisor of Enrollment
2. Appeals Committee
3. Director of Schools
4. Knox County Board of Education

TSSAA Restrictions/Middle School Restrictions – Students who participate in TSSAA governed sports or Middle School Sanctioned Sports and transfer may lose athletic eligibility for one year.