

<b>Section J:</b>  <b>Students</b>	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Student Transfers Within the System</b>	<b>J-152</b>	<b>7/95</b>
		Reviewed:	Revised:
	<b>6/17</b>	<b>7/17</b>	

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2 The Knox County Board of Education recognizes that there are situations where, in the best interest of a  
3 student, a family may wish for their child to attend a school other than the one to which he or she has been  
4 assigned. The policy below sets forth the parameters through which such a transfer may be sought.  
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6 **DEFINITIONS**

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8 The term "base school" means the school located in the parent's or guardian's school zone of residence  
9 where the student is required to attend unless a transfer is granted.

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11 The term "receiving school" means the school to which a transfer is requested or granted.

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

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15 The term "budget allocation model" refers to the formula used by the Knox County Schools to equitably  
16 assign teaching positions to schools across the system.

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18 **CONDITIONS FOR GENERAL TRANSFERS**

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20 Transportation. Transportation of transferring students from base school to receiving school will not be  
21 provided by the Board of Education unless expressly stated herein. Unless so stated, transportation shall  
22 be the responsibility of the parents, guardians or students.

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24 Required Approval. No out-of-zone student may be enrolled without a transfer approved by the  
25 Supervisor of Enrollment based upon parental application submitted within the transfer period established  
26 by the Director of Schools.

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28 Available Capacity. All transfers are subject to limitations of available capacity. Determination of  
29 capacity will take into consideration physical space available, program offerings and the staffing level  
30 established under the school system budget allocation model.

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

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41 Employees' Children Transfers. Children of teachers employed by the Knox County Schools, upon  
42 application, shall be granted transfer to the school where the teacher is employed.<sup>1</sup> The Knox County

Schools will make every effort to extend this benefit more broadly to all contract employees. Therefore, every effort will be made to grant requested transfers for children of all employees to the school where the parent works, or the school of their choice, on a space available basis. Employees of Knox County Schools with a change in employment status after the general transfer application periods have concluded may apply for a transfer for their children to the Office of the Supervisor of Enrollment.

Wrongful Enrollment. Any out-of-zone student 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, unless the Director of Schools determines it is in the best interests of the student and/or the school system to do otherwise. 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.<sup>2</sup>

**GENERAL TRANSFER APPLICATION**

Application. Only the student's parent or guardian may apply for a transfer on behalf of the student. The Director of Schools will establish a transfer procedure that will provide transparent and equitable opportunity for transfer to all applicants. General transfers must be requested during a one of the annually established periods. Period one shall begin on the first business day of October and end on the Tuesday following President's Day. Period two shall begin on the first business day of May and end on the first business day in July. Parents or guardians of students changing residence or family status after the general transfer application periods have concluded may apply for a transfer to the Office of the Supervisor of Enrollment. 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.

The Director of Schools has the authority to administratively place a student for what the Director determines to be the well-being of the student or the best interests of the school system.

Appeal. The school system's decisions in the selection of receiving schools for students applying for magnet schools or courses not offered in their base schools are not appealable. Parents/guardians may appeal 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

**SCHOOL CHOICE TRANSFERS UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA OR NO CHILD LEFT BEHIND)**

Students granted School Choice transfers will be permitted to remain at the receiving school through the terminal grade level.

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Legal References:

1. TCA § 49-6-3113 (b) (1).
2. TCA § 39-16-504.