

Bristol Tennessee City Schools

Descriptor Term:

Transfers Within the System

Descriptor Code:

6.206

Issued Date:

09/18/23

Rescinds:

6.206

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07/18/22

*General*¹

Students enrolled in Bristol Tennessee City Schools shall attend the school in the zone in which they reside but may apply to attend to another school in the district provided space is available and all guidelines in the policy are met.¹

Each year, the director of schools or designee shall review the number of spaces available in each school by grade, class, and program levels. This information shall be posted on the district's website along with the dates of the district's open enrollment period.¹ The open enrollment period shall last for thirty (30) days and information about the number of seats available shall be posted for at least fourteen (14) days prior. The director of schools or designee shall reserve a reasonable number of enrollment spaces at each school to account for the enrollment of zoned students, siblings of students, and students who have a parent/guardian employed at the school.²

During the district's open enrollment period each year, a parent/guardian may request that their child attend a school within the district other than the one to which the child is zoned. The director of schools or designee shall review such requests, and if adequate space is available, grant such transfers. If the number of requests exceeds the number of available spaces, the director of schools or designee shall implement a lottery to fill the available spaces.

The open enrollment process shall be completed before other nonresident transfers are approved.

Transfer requests to attend out-of-zone schools will be considered using the following criteria:

1. Request for transfers must be made in writing. Forms for these requests are available from each school office. A request form must be filed for each student desiring a transfer.
2. Transfer forms must be completed and delivered to the office of the school you would like for your child to attend.
3. Request for transfers must be made annually regardless of assignment of other family members or prior attendance.
4. When more than one student from a family requests a transfer, an attempt will be made to place the children in the same school where feasible and practicable.
5. The priority order in which transfer students are accepted once in-zone residents are accounted for is as follows:
 - a. Priority One: Out-of-zone (transfer) students who were enrolled the previous year

- b. Priority Two: Siblings of currently enrolled out-of-zone transfer students
- c. Priority Three: New out-of-zone transfer students
- d. Priority Four: Tuition (out of district) students who were Non-resident students enrolled the previous year
- e. Priority Five: Siblings of currently enrolled non-resident students tuition (out of district) students
- f. Priority Six: New non-resident students tuition students who reside outside the district

POST ENROLLMENT¹

Once accepted, the student shall provide their own transportation to and from the school.

The student must maintain satisfactory attendance, behavior, and effort to remain in the new school. Attendance data (including excessive absences, tardies, and early withdrawals) as well as discipline incidents, will be reviewed quarterly and may result in probation or the decision to rescind the transfer agreement. Transfer students or parents of transfer students, who cause an undue hardship to teachers or administrators may result in the return of the student to the school in the zone which the student resides. In the event of a problem, the principal shall notify the director of schools or designee in writing. The director of schools or designee shall notify the parent of the decision to rescind the transfer agreement.

CHANGE IN RESIDENCE¹

Students whose families transfer their residence to another school area after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area.

[NOTE: Not effective in the event of a federally mandated desegregation order.³]

Legal References

- 1. TCA 49-2-128
- 2. TCA 49-6-3113
- 3. 34 C.F.R. § 100.4

Cross References

Attendance of Non-Resident Students 6.204
Student Assignments 6.205
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506