

Knox County Board of Education

Descriptor Term:

Transfers Within the System

Descriptor Code:

JBCD

Issued Date:

6/08

Rescinds:

Revised:

Definitions

"Base School" means the school located in the parent's/guardian's zone of residence where the student is required to attend unless a transfer is granted.

"Receiving School" means the school to which a transfer is granted.

General Conditions

Transportation. Transportation of transferring students from base school to receiving school will be provided by the Board of Education only as expressly provided herein. Unless so stated such transportation shall be the responsibility of the parents, guardians or students.

Required Approval. No out-of-zone student may be enrolled without a transfer approved by the Supervisor of Transfers based upon parental application , and at times designated by the school system.

Available Capacity. All transfers are subject to limitations of available capacity as determined by the building level principal.

Duration. Transfers are good through the terminal grade of the school to which the student is assigned, as long as the student remains in good standing. Students who are directed to return to their base school shall do so at the end of the semester.

Employees' Children Transfers: Children of teachers of Knox County Schools, upon application, shall be granted transfer to the school where the teacher is employed.¹

Illegal Transfers. Any out-of-zone student found to be illegally enrolled shall be sent back to the appropriate base school at the end of the semester in which the violation is discovered. Illegal transfers are classified as, but not limited to:

- falsely reported address
- out of zone
- undocumented guardianship/custody
- out of district

Application Procedure

Application: Only the student's parent/guardian may apply. Application must be made on a form and at a time designated by the school system. Parents of students enrolled in a Knox County School shall apply at the base school during an announced two-week period established by the Director of Schools as soon as is feasible after the first day of the calendar year. Parents/guardians of students changing residence or family status or moving into Knox County after the spring application period may apply to the Office of

1 the Supervisor of Transfers during the last week of July. If an application is not made at the proper time,
2 or is denied, students shall report to their base school at the beginning of the new school year.
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4 Appeal: The school system's decision is unappealable in the selection of receiving schools for students
5 applying for magnet schools or courses not offered in their base schools. Parents/guardians may appeal
6 other transfer decisions to school officials in the following order: first, the Supervisor of Transfers;
7 second, the Appeals Committee; third, the Director of Schools; and fourth, the Board of Education.
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45 Legal Reference:

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