

<u>Section J:</u>  <b>Students</b>	<b>Knox County Board of Education</b>			
	<b>Student Transfers Within the System</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>J-152</b>	<b>7/95</b>
			Reviewed:	Revised:
	<b>10/23</b>	<b>12/23</b>		

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2 The Knox County Board of Education recognizes that there are situations in which a family may wish  
3 for their child to attend a school other than their zoned school. This policy sets forth the parameters  
4 through which parents and/or legal guardians may request student transfer.  
5

6 **DEFINITIONS**

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8 The term "zoned school" refers to the school located in the parent's or legal guardian's school zone of  
9 residence; all students are required to attend their zoned school unless they have received an approved  
10 transfer.  
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12 The term "receiving school" refers to the school to which a transfer has been granted.  
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14 An "out-of-zone student" is a student who attends a school that is not his or her zoned school.  
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16 The term "sibling" refers to a brother, sister, half-brother, half-sister, step-brother, step-sister, or foster  
17 child living in the same household.  
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19 The terms "parent" and "legal guardian" refer to the legally-recognized parent or legal guardian of a  
20 student.  
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22 **CONDITIONS FOR STUDENT TRANSFERS**

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24 **Transportation.** Transportation of transferring students from zoned school to receiving school will not  
25 be provided by the Board of Education unless expressly stated in accordance with Administrative  
26 Procedure AP-J-152. Unless so stated, transportation shall be the responsibility of the parents, legal  
27 guardians or students.  
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29 **Required Approval.** No out-of-zone student may be enrolled without a transfer approved by the Director  
30 of Enrollment or the Director of Schools.  
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32 **Available Capacity.** All transfers are subject to limitations of available capacity. Determination of  
33 capacity will take into consideration physical space available, program offerings and the staffing level.  
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35 **Duration.** Approved general transfers are generally effective through the terminal grade level of the  
36 school to which the student is assigned. Students granted transfers will be expected to maintain an  
37 appropriate academic, disciplinary and attendance record at the receiving school. If a student does not  
38 meet these expectations, the principal of the receiving school may recommend that the transfer be  
39 revoked, and the student be returned to their zoned school. The Director of Schools or his/her designee  
40 shall review and approve or deny any principal's recommendation to revoke a student transfer. Students  
41 who are directed to return to their zoned school shall do so at the end of the school year, unless the  
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1 Director of Schools determines it is in the best interests of the student and/or the school system to do  
2 otherwise.

### 3 4 **WRONGFUL ENROLLMENT**

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6 Any out-of-zone student found to be enrolled in or attending a school other than their zoned school  
7 without an approved transfer shall be returned to the appropriate zoned school at the end of the semester  
8 in which the violation is discovered, unless the Director of Schools or his/her designee determines it is in  
9 the best interests of the student and/or the school system to do otherwise. If the wrongful transfer or  
10 enrollment is believed to have been a willful action on the part of a parent or legal guardian, the Director  
11 of Schools may pursue action under the provisions of the Tennessee Code Annotated.<sup>2</sup>

### 12 13 **TRANSFER APPLICATION AND PROCESS**

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15 The Director of Schools will establish a procedure (AP-J-152) that will provide A transparent and  
16 equitable opportunity for all families to apply for a transfer.

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18 **Applicants.** Only the student’s parents or legal guardians may apply for a transfer on behalf of a student.

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20 **Transfer Windows.** Transfer applications must be submitted during one of two annually established  
21 open transfer periods:

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23 • **Priority Transfer Window.** The Priority Transfer Window shall begin on the first business day of  
24 October and end on the Tuesday following President’s Day.
- 25  
26 • **Final Transfer Window.** The Final Transfer Window shall begin on the first business day of April  
27 and end on the first business day in June.

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29 **Reasons for Transfer.** Parents and/or legal guardians may apply for a student transfer for any number  
30 of reasons, including:

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32 **Academic Program of Study** – Parents or legal guardians may request a transfer on the basis of a  
33 specific program of study (JROTC, CTE, etc.) that is not comparably available at their zoned school.  
34 Academic programs of study consist of complete two-, three-, and four-year programs. Single class  
35 offerings do not apply, and students requesting a program of study transfer must illustrate a  
36 commitment to enrolling in the requested program of study for a minimum of two (2) years.

37  
38 **Child of a KCS Employee** – Children of teachers employed by Knox County Schools will be granted  
39 a transfer, based on the availability of appropriate programming, to the school where the teacher is  
40 employed after filing an appropriate transfer request during the open transfer window.<sup>1</sup> Knox County  
41 Schools will also make every effort to extend this benefit to all employees on a capacity-available  
42 basis. Employees of Knox County Schools who experience a change in employment status after the  
43 open transfer application windows have closed may apply for a Hardship Transfer. Any additional  
44 qualifications for a Specialty School Transfer must be met before an employee request for student  
45 transfer will be considered. Active, full-time employee status will be verified through the Knox  
46 County Payroll Office.

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48 **School Choice** – In accordance with Policy J-290, parents or legal guardians may request a School  
49 Choice transfer if their student attends a school that is deemed “persistently dangerous” according to  
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1 criteria established by the Tennessee Board of Education or if their student has been the victim of a  
2 violent crime at their zoned school.

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4 **Sibling of a Currently Enrolled Student** – In accordance with Administrative Procedure AP-J-152,  
5 students with a sibling enrolled at a school other than their zoned school may request a transfer to the  
6 same school on a basis of their sibling’s enrollment.

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8 **Specialty School** – Specialty schools are non-zoned schools or schools that offer unique programs of  
9 study, such as L&N STEM Academy, Career Magnet Academy, KCS Virtual School, the Beaumont  
10 Magnet Academy Honors Program, and the West High School IB Programme. Transfers to these  
11 schools may require additional qualifications for approval, and may be entitled to transportation.

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13 Parents/legal guardians may also request s student transfer unrelated to any of the above-listed reasons if  
14 they feel it is in the best interest of their child. The Director of Schools shall maintain a procedure (AP-  
15 J-152) to address the various reasons for student transfers and any accompanying qualifications.

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17 **Randomizing Applications.** At the conclusion of each transfer window, applications shall be assigned  
18 an electronically-issued random number. Applications shall then be processed according to their  
19 randomly assigned number and the procedures set forth in AP-J-152.

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21 **Waitlist.** Should the number of transfer requests for a given school exceed that school’s programmatic  
22 or staffing capacity, applications shall be placed on a waitlist according to their randomly assigned  
23 number and the procedures set forth in Administrative Procedure AP-J-152. Applications shall remain on  
24 the waitlist until space becomes available at the requested school or until waitlists are closed on the Friday  
25 prior to the start of the school year. Students who have not received an approved transfer prior to the start  
26 of the school year shall report to their zoned school at the beginning of the new school year.

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

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32 **Hardship Transfers.** A hardship transfer may be requested at any time during the school year due to an  
33 emergency, a change in family or residential status, or other extraordinary circumstance requiring  
34 immediate consideration. Hardship Transfers must be submitted in accordance with the procedures set  
35 forth in Administrative Procedure AP-J-152 and shall be evaluated by the Enrollment Department in the  
36 order in which they are received.

37  
38 **Appeal.** The school system's decisions in the selection of receiving schools for students applying for  
39 magnet schools or courses not offered in their zoned schools are not appealable. Parents/legal guardians  
40 may appeal other transfer decisions to school officials in the following order:

- 41 1. Director of Enrollment
- 42 2. Summer Appeals Committee
- 43 3. Director of Schools
- 44 4. Knox County Board of Education

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Legal References:

1. T.C.A. § 49-6-3113 (b) (1).
2. T.C.A. § 39-16-504.

Approved as to Legal Form  
By Knox County Law Director 10/31/2023  
*/Gary T. Dupler/Deputy Law Director*