Millington Board of Education

Monitoring: **Review: Annually**	Descriptor Term: **Student Transfers**	Descriptor Code: **6.204**	Issued Date: **09/08/15**
		Rescinds: **6.204**	Reviewed/Revised: ~~06/04/18~~12/03/18

IN DISTRICT/OUT OF DISTRICT

For purposes of this policy, "In District" is defined as a student who resides either within the corporate limits of the City of Millington or within the Millington Annexation Reserve Area. "Out of District" is defined as a student who resides outside both the corporate limits of the City of Millington and the Millington Annexation Reserve Area.

IN-DISTRICT TRANSFERS

Upon review and approval of the director of schools, a student who resides in district may transfer to a school within the district other than the school to which the student is zoned provided that there is available capacity as determined by the director of schools and, during the course of the academic year immediately preceding the requested transfer year, the student has received passing grades in all core academic subjects (English/language arts, math, science, social studies and, has not had unexcused absences totaling more than ~~eight (8)~~ten (10) days in any one ~~semester~~academic year, has not had tardies and/or early check outs that are unexcused totaling more than fifteen (15) days for the academic year, and has not been subject to suspensions ~~from school~~ for more than ten (10) total days.[3]. The director shall consider the physical space available, program offerings and the staffing level established according to the district's budget and staffing model. Students who are children of teachers employed by the district shall have priority to attend the schools where their parents/guardians are assigned. When approved for an in-district transfer, students and/or their parents/guardians must provide transportation to and from the school.

The student will be expected to remain in the school to which s/he transferred for the duration of the school year. The student may remain in the school to which s/he transferred through the exit grade for that school. If, during the course of a school year, such student no longer meets the above–listed criteria for transfer approval, the director of schools/designee may send notice to the parents/guardians that the in-district transfer will not be renewed for another school year.

The application form for such transfer will be available at the Millington Municipal Schools Central Administrative Office and each school office during normal business hours.

OUT-OF-DISTRICT TRANSFERS

The district will not accept out of district transfer applications after the last instructional day of semester one.[1] The director of schools shall approve the transfer prior to the student's enrollment in the district.[2] Such transfer may be approved provided that 1) there is available capacity AND that 2) during the course of the academic year immediately preceding the requested transfer year, the student has received passing grades in all core academic subjects (English/language arts, math, science, social studies and, if in high school, is on track to graduate with the student's cohort), has

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not had unexcused absences totaling more than ~~eight (8)~~ten (10) days in any one ~~semester~~academic year, has not had tardies and/or early check outs that are unexcused totaling more than fifteen (15) days for the academic year, and has not been subject to suspensions ~~from school~~ for more than ten (10) total days. Subject only to the provisions of an inter-local agreement governing transfer of students, the director shall implement the following priorities in approving the transfers:

1. First priority shall be the children of teachers employed by the district.[4]

2. Second priority shall be students currently enrolled at E. A. Harrold Elementary, Millington Elementary, Millington Middle School, or Millington Central High School, or siblings of such current students. Sibling is defined as a brother, sister, step-brother, step-sister, half-brother, half-sister or foster child who lives in the same household as the student.

3. Third priority shall be students who reside out of district and neither the student nor a sibling is currently enrolled in one of the four schools named above.

The student may remain in the school to which s/he transferred through the exit grade for that school. Until a student completes the exit grade at the school into which s/he has been transferred under the provisions of this policy, the transfer will automatically be renewed each year. Upon completing the exit grade for such school, parents/guardians must initiate a new application for out-of-district transfer and such application must be approved based on all existing criteria in order for a student to continue enrollment in Millington Municipal Schools (MMS).

Any out-of-district transfer student who is admitted to the school system consistent with this policy shall be enrolled for one (1) complete school year. If, during the course of a school year, such student no longer meets the above–listed criteria for transfer approval, the director of schools/designee may send notice to the parents/guardians that the out-of-district transfer will not be renewed for another school year. Such notice shall be sent on or before June 15 following the school year during which the student fails to meet the above–listed criteria.

When approved for an out-of-district transfer, students and/or their parents/guardians must provide transportation to and from the school. However, such students shall not be required to pay tuition.

Failure to provide procedural notice regarding grades, behavior, or attendance (i.e. truancy notices) does not alter the obligation on the part of the student or parent/guardian to meet the criteria listed above. The application form for such transfer will be available at the Millington Municipal Schools Central Administrative Office and each school office during normal business hours.

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Legal References

1. TCA 49-6-3105
2. TCA 49-6-3104; TCA 49-6-3105; TRR/MS 0520-01-03-.03(11)(f)—(i)
3. TCA 49-6-3113; TCA 49-6-3103

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