

Employee Out-of-Zone School Request (HUM-F132)

Per [HUM-A059](#) and [HUM-P031](#), employees have the option of enrolling in an out-of-zone school their children for whom they are legal guardian or stepchildren who reside in the employee's household or foster children who reside in the employee's household. Guardian is defined as court appointed legal guardian. The request must be accompanied with the appropriate paperwork/documentation (custody papers, foster care paperwork, etc.). If there is a shared parenting arrangement between divorced parents, the school zone is determined based on the address of the primary residential parent as indicated on the Permanent Parenting Plan Order.

If you are interested in using the employee perquisite, please complete the information below and provide to your Department Supervisor or Receiving Principal.

DATE: _____

Employee's Name: _____

Employee's Home Address: _____

Employee's Position: _____

- ☐ Permanent Position (employed in the requested school or a school in that feeder system)
- ☐ School-Based (assigned to one or more school locations)
- ☐ Non-School-Based (Gracey, CSS, Operations, Middle College, Adult Education, Virtual School or Greenwood)

Work Location(s): _____

Student's name: _____ Current Grade: _____

Is your child receiving special education services? ☐ Yes ☐ No

If yes, what special education services does your child receive (CDC, Resource, etc.)?

Requested School: _____ Zoned School: _____

I understand:

- I will submit a plan to my Principal for my child in accordance with [HUM-P031](#). See attached.
- If I accept a position in a different location outside of the feeder system, my child will be allowed to remain in this location for the remainder of the school year only.
- My child may be ineligible for middle/high school TSSAA athletics for 12 months from last date of participation at the previous school.
- Enrollment in the requested school does not guarantee that the student will be enrolled in a high school academy or specific class/course.
- Approval may be revoked by the school principal due to excessive tardies, absenteeism, misconduct, or poor academic performance.

Parent/Legal Guardian Signature: _____

Employee's Current Supervisor/Principal Signature: _____

Receiving Principal Signature: _____

Copy forwarded to Student Services and HR Department.