



Department: Instruction  
Policy Number: INS-A037  
Effective Date: 7/20/09

ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this document are unofficial copies.

**SPECIAL TRANSFER REQUEST**

Clarksville-Montgomery County School System has established the following criteria for transfer to and continued enrollment in an out of zone school:

Emergency/Unforeseen family circumstances, (ex. severe medical emergencies, catastrophic events, natural disaster).

School Adjustment Problems: Emotional problems, peer problems, etc. a psychologist statement required.

Medical Problems: A doctor’s recommendation is required.

Subject Matter: A lack of course offerings in assigned school, which would impede student’s progress in completing, course of study being pursued.

Continuity: Change in legal residence.

Continued enrollment depends upon satisfactory attendance, effort, and behavior; parent/guardian responsibility for transportation; permission is for the current school year only, parent/guardian responsibility for keeping school informed about changes in address and/or telephone number; and if approved for curriculum transfer the following applies:

- Child must maintain a C (75) average or higher in order to continue,
- Advanced placement transfers must maintain a B (85) average or higher,
- Transfer is contingent on available space in requested program.

Child is not able to participate in athletics for 12 months if this is the first time attending the new school.

Special Transfer requests apply only to currently enrolled students. Special Transfer requests must be approved by the Director of Schools or Designee.

Implementing Procedures: [STS-P001](#) Special Transfer Application

Associated Documents: STS-F001 Request for Special Transfer (K-8)  
STS-F001a Request for Special Transfer (9-10)

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/20/09		Initial Release
4/26/10		Reviewed, no changes
6/17/10		Reviewed, no changes
1/7/13	A	Change C Average to 75
6/17/13	B	Add Special Transfer requests apply only to currently enrolled students. Add Continuity: Change in legal residence.
9/11/17	C	Changed “hardship” to “emergency/unforeseen family circumstances”. Changed GPA to average for consistency.

**\*\*\* End of Policy \*\*\***