



CMCSS K-12 VIRTUAL ENROLLMENT PROCEDURE (INS-P042)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for a student to enroll in CMCSS K-12 Virtual both during and outside of district-specified application periods.

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

2.0 RESPONSIBILITY:

- 2.1 CMCSS K-12 Virtual Principal

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Late Application Request – a request to enroll in CMCSS K-12 Virtual outside of the district-specified application periods.

5.0 PROCEDURE:

- 5.1 CMCSS K-12 Virtual is a school of choice, which means that parents may apply for enrollment during the specified district-wide application periods. These application periods are announced in January of each school year.
- 5.2 Parents hoping to enroll their child in CMCSS K-12 Virtual will need to complete the application that is accessible on the CMCSS website during the application period.
 - 5.2.1 Before enrolling in CMCSS K-12 Virtual, parents should consider whether it is the best option for their child and the commitments that are expected of families. For more information, please refer to the CMCSS K-12 Virtual Handbook ([INS-M003](#)).
 - 5.2.2 In order to enroll in CMCSS K-12 Virtual School, students must be permanent residents of Montgomery County, Tennessee. Students assigned to Alternative School or expelled from a CMCSS school are not eligible for enrollment.
 - 5.2.3 Once the student application is approved for enrollment, parents/legal guardians will be required to complete the enrollment/registration paperwork including providing two proofs of residence.
 - 5.2.3.1 Parents/legal guardians must return the required registration/enrollment documents by the specified timeline in the acceptance email in order to retain their child's seat in CMCSS K-12 Virtual School.
- 5.3 Parents will use the late application request procedure detailed below to apply outside the district-specified application period.



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- 5.3.1 Parent/legal guardian will access the application via the CMCSS K-12 Virtual website. The late enrollment periods are: PERIOD I: May 1 through May 30, PERIOD II: July 15 through August 15, PERIOD III: November 15 through January 15 (for second-semester enrollment). Late applications will only be accepted if there is space available to accommodate the student. While requests are being considered students must attend their zoned school. Parents/legal guardians will not be able to apply after August 15th for the fall semester or after January 15th for the spring semester.
 - 5.3.1.1 Parent/legal guardians of students who were not previously enrolled in a CMCSS school during the current academic year, may request an application outside the above late enrollment periods. The application may be obtained by contacting the K-12 Virtual School Enrollment Specialist. Applications will be accepted if there is space available to accommodate the student.
- 5.3.2
- 5.3.3 Information submitted is verified by K-12 Virtual Enrollment Specialist. Enrollment in CMCSS K-12 Virtual is contingent on the space available and the ability to staff the program appropriately based on the students who are currently enrolled.
- 5.3.4 All parties will be notified by email of acceptance (based on space available) for Period I by June 5, Period II by August 20, and Period 3 by January 20.
 - 5.3.4.1 All decisions are final. There is no appeal. If space is available and enrollment requirements are met, the student may enroll in CMCSS K-12 Virtual. If space is not available, the student will remain at his/her zoned school.
 - 5.3.4.2 Once the student application is approved for enrollment, parents/legal guardians will be required to complete the enrollment/registration paperwork including providing two proofs of residence.
 - 5.3.4.3 Parents/legal guardians must return the required registration/enrollment documents by the specified timeline in the acceptance email in order to retain their child's seat in CMCSS K-12 Virtual School.
- 5.4 Enrollment may be revoked by CMCSS K-12 Virtual if the student does not meet the expectations outlined in the CMCSS K-12 Virtual Student-Parent Handbook to include absenteeism, misconduct, poor academic performance, and/or failure to participate in state-mandated or district-mandated assessments by notifying the parent in writing.
 - 5.4.1 If the student meets a condition for revocation of enrollment in CMCSS K-12 Virtual, he/she will be notified in writing saying enrollment in CMCSS K-12 Virtual is revoked. The letter should state the reason and the last day the



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student is to attend CMCSS K-12 Virtual. (INS-F151)

5.4.2 The CMCSS K-12 Virtual Enrollment Specialist should email the letter, keep a copy, and send a copy to the student's zoned school.

5.4.3 If a student's enrollment is revoked, the revocation applies to the remainder of the current school year in addition to one full academic school year.

5.5 Should a parent wish to request enrollment back to the zoned school, parents will use the procedure outlined below.

5.5.1 The parent/legal guardian will complete the Request to Return to the Zoned School form. ([INS-F150](#)). Requests for transfer should be made based on the following circumstances:

5.5.1.1 Emergency – Unforeseen family circumstances (e.g., severe medical emergencies, catastrophic events, natural disaster).

5.5.1.2 Psychological – Serious emotional problems documented by the psychologist/psychiatrist who is treating the student.

5.5.1.3 Medical – Serious medical problems documented by the physician treating the child.

5.5.1.4 Academic - The academic success of the student will be in jeopardy if the student remains in CMCSS K-12 Virtual, as evidenced by current academic performance.

5.5.2 The form is to be submitted to the office of CMCSS K-12 Virtual. The administrative team will review the request and determine if the request can be accommodated.

5.5.3 The parent/legal guardian will be notified in writing of the approval or denial of the request.

5.5.4 If approved, transfers to the traditional setting at the zoned school will be made at natural transitions (ex: end of the nine-weeks, winter break, etc.) to the greatest extent possible. High school students will only be able to transition to the traditional setting upon completion of the currently enrolled semester. Parents/legal guardians will be notified of when the transition will take place.

5.5.4.1 When the request is approved, the parent/legal guardian will need to enroll the student at the zoned school. For more information, please visit www.cmcoss.net/registration.

6.0 ASSOCIATED DOCUMENTS:



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6.1 CMCSS K-12 Virtual Student/Parent Handbook ([INS-M003](#))

6.2 Revocation Letter ([INS-F151](#))

6.3 Request to Return to Zoned School ([INS-F150](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Late Enrollment Request Form with applicable documentation	K-12 Virtual File Room	Current plus one year	Discard as desired	Secure building
Request to Return to Zoned School Form	K-12 Virtual File Room	Current plus one year	Discard as desired	Secure building



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision</u>
1/4/21	IR	Initial Release
3/14/22	A	Changes incorporated throughout to remove “open enrollment” and include “application” instead. Updated information to define timelines for consideration more clearly.
2/9/23	B	Changes updated throughout to reflect the move for K-12 Virtual to the open enrollment process. Updated some contact information and removed obsolete forms.

***** End of Procedure *****