



Return this form with supporting documentation to:

STUDENT SERVICES
430 GREENWOOD AVE.
CLARKSVILLE, TN 37040
Fax (931)553-2057; Phone (931)542-5065

Clarksville-Montgomery County Schools
SPECIAL TRANSFER APPLICATION (K-12)

Clarksville Montgomery County Schools have specific zones set up for school attendance. CMCSS students must attend the school in the zone where their parents/legal guardians have established their permanent home. To attend a school outside of your established zone, a transfer must be granted.

REQUESTS SHOULD BE SUBMITTED TO STUDENT SERVICES BY THE FOLLOWING DATES:

PERIOD I: MARCH 1 through APRIL 30

PERIOD II: JUNE 15 through JULY 22.

Requests received after July 22 will be considered within thirty (30) school days. While requests are being considered, students must attend their zoned school.

Form fields for student information: Student's Last Name, First, Middle, Sex, Birth Date, Grade, Address of Parent or Legal Guardian, Apartment #, City, Zip, Home Phone, Zoned School, Requested School, Name of Parent/Legal Guardian.

Is your child currently enrolled in CMCSS? Yes No Is a sibling currently enrolled in the school you are requesting? Yes No
Is your child receiving special education services? Yes No
If yes, what special education service does your child receive (CDC, Resource, etc.)?

REASON FOR REQUEST TO BE CONSIDERED: (check one). The request must be accompanied with the appropriate paperwork/documentation, including a letter from the parent stating reasons for the request.

- Curriculum (9-12) Name of Career Technical Education Program:
Emergency/Unforeseen family circumstances (ex.severe medical emergencies, catastrophic events, natural disaster): Attach documentation.
Psychological: Serious emotional problems documented by psychologist/psychiatrist who is treating the student. Psychologist/Psychiatrist attached medical documentation will be considered.
Medical: Serious medical problem documented by the physician treating the child. Attached medical documentation will be considered.
Continuity: A change in permanent residency within the district. Grades 5, 8 and 12 will be considered. Documentation of the change of residence could include a signed lease or house contract and a utility bill for the new address (gas, electric or water) in the parent/legal guardian's name.
Old address: New address: Date of move:
House Contract: Possessing a house contract in a requested school zone and will be living in the contracted home during the current school year.

If my transfer is granted, I understand that:

- I will be responsible for transportation to the new school assignment.
Approval is granted through the duration of Elementary, Middle, or High School, whichever applies to when transfer was approved.
Approval of a transfer is contingent on space being available in the requested program/grade.
My child may be ineligible for athletics for 12 months from last date of participation at the previous school.
Approval may be revoked due to excessive tardies, absenteeism, misconduct or poor academic performance.

*Parents will be notified by letter of approval or denial for Period I by May 15 and Period II by August 1.

I certify that I have read this application in its entirety, and I also acknowledge that all information provided is true and correct to the best of my knowledge and belief.

Parent/Legal Guardian Signature Date

Recommendation by Director/Designee: Yes NO Signature Date