



SPECIAL TRANSFER APPLICATION PROCEDURE (STS-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for request of a school (zone) exception with the Clarksville-Montgomery County School System, for currently enrolled students.

2.0 RESPONSIBILITY:

- 2.1 Director of Student Services

3.0 APPROVAL AUTHORITY:

- 3.1 Chief of Staff

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

4.0 DEFINITIONS:

- 4.1 Special Transfers: (1) Curriculum (9-12); (2) Emergency/Unforeseen family circumstances, (ex. severe medical emergencies, catastrophic events, natural disaster). (3) Psychological: Serious emotional problems documented by psychologist/psychiatrist who is treating the student. Psychologist/psychiatrist attached medical documentation will be considered (4) Medical: Serious medical problem documented by the physician treating the child. Attached medical documentation will be considered; (5) Continuity: A change in permanent residency within 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. Continuity for active-duty military dependent(s) for any grade level may be considered for a change in permanent residency or rezoning. (6) House Contract: Possessing a house contract in a requested school zone and will be living in the contracted home during the current school year. (7) Other: Attach documentation describing the situation and any attempts to address the situation at the school level with a teacher, school administrator, and the appropriate level director prior to seeking a special transfer request. Attach documentation.
- 4.2 Late Enrollment Request: Denotes a request to enroll in CMCSS K-12 Virtual. Follows a similar process to Special Transfer Requests with a few key differences noted in section 5.8 of this procedure.

5.0 PROCEDURE:

- 5.1 Parent/legal guardian completes the Special Transfer application online via Parent Self Service. Submit Request between January 15 – March 15. Requests received after March 15 will be considered within thirty (30) school days. While requests are being considered students must attend their zoned school.
 - 5.1.1 Parent/legal guardian new to our school district may request a special transfer after the student is enrolled and attending the zoned school.
- 5.2 Application is completed with reason for requesting special transfer along with supporting documentation submitted online.
- 5.3 Information submitted is verified by Director of Student Services/designee and application is forwarded to Special Transfer Committee for review. The Special Transfer Committee could consist of 3 to 5 staff members of the Instructional Department or Student Services Department of CMCSS



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- 5.4 Special Transfers can be considered throughout the school year due to extenuating circumstances by a Special Transfer committee, Director of Schools, Chief of Staff, Level Directors, or the Student Services Director/designee. Access to Special Transfer application after March 15 for extenuating circumstances must be requested by contacting the Student Services Department.
 - 5.5 Decision is based on criteria in 4.1. Approved transfers are for the duration of Elementary, Middle, or High School, whichever applies to when the transfer was approved. The application is forwarded to the Director of Student Services or designee.
 - 5.6 All parties will be notified of approval or denial.
 - 5.6.1 All decisions are final. There is no appeal.
 - 5.6.1.1 If approved, the student may enroll in the requested school.
 - 5.6.1.2 If denied, the student will remain at his/her zoned school.
 - 5.7 Approval may be revoked by the principal due to excessive tardies, absenteeism, misconduct, excessive early dismissals or poor academic performance, by notifying the parent and Student Services in writing (Refer to STS-P011).
 - 5.8 CMCSS K-12 Virtual Late Enrollment Request Process:
 - 5.8.1 Parent/legal guardian completes the Special Transfer online via Parent Self Service. Submit Request between January 15 – March 15. Requests received after March 15 will be considered within thirty (30) school days. While requests are being considered students must attend their zoned school.
 - 5.8.1.1 Parent/legal guardian new to our school district may request a Late Enrollment Request after the allotted time frame.
 - 5.8.2 Application is completed with reason for requesting late enrollment along with supporting documentation and submitted to the CMCSS K-12 Virtual Coordinator.
 - 5.8.3 Information submitted is verified by K-12 Virtual Coordinator/designee and application is forwarded to K-12 Virtual Late Enrollment Committee for review. The Late Enrollment Committee could consist of 3 to 5 staff members of the Instructional Department of CMCSS.
 - 5.8.4 Late Enrollment Requests can be considered throughout the school year due to extenuating circumstances by the CMCSS K-12 Virtual Coordinator. Requests will be considered, but not guaranteed.
 - 5.8.5 Decision is based on criteria in 4.1, however, enrollment in CMCSS K-12 Virtual is also contingent on the space available in the program and the ability to staff the program appropriately based on the students who are currently enrolled. Approved requests are for the duration of Elementary, Middle, or High School, whichever applies to when the transfer was approved.
 - 5.8.6 All parties will be notified of approval or denial.



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5.8.6.1 All decisions are final. There is no appeal. If approved, the student may enroll in CMCSS K-12 Virtual. If denied, the student will remain at his/her zoned school.

5.8.7 Approval may be revoked by the CMCSS K-12 Virtual Coordinator due to absenteeism, misconduct, or poor academic performance, by notifying the parent and Student Services in writing (Refer to STS-P011).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Special Transfer Application – parents.cmcss.net
- 6.2 Information pertaining to individual requests, i.e. contracts, medical documentation
- 6.3 Revocation of Special Transfer (STS-P011)
- 6.4 Revocation of Special Transfer Letter (STS-F036)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Special Transfer Application with pertinent information	Student Services conference room	Current plus three years	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/23/03		Initial Release
12/10/03	A	Add 5.6.3, add STS-F002 to 5.4, 6.0 and 7.0, change disposition in 7.0, update flowchart
7/17/06	B	Add form STS-F001a and the need for principal approval, update flowchart
12/14/07	C	Revise procedure from Hardship to Special Transfer, remove requirements for principals to approve/deny requests, remove CAO appeal option, update flowchart
8/4/10	D	Add to 5.1 Obtain request on-line between March 1 st and April 30 th . 5.5.2 to include by submitting the original request with additional and relevant documentation no later than July 15 th . 5.5.3 added by July 30 th . 5.3 added by May 1 st . 5.4 to include based on student & program capacity. 5.5 added all parties involved. 5.6 added and/or letter. Update flowchart
9/1/10	E	Remove from 5.1 On-line
4/23/12	F	Corrected numbering to include 5.1, updated logo, added flowchart
12/13/12	G	Removed Appeal Process from 5.5.2 and 5.5.3

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6/3/13	H	Delete form STS-F002, Appeal Voting Form; add "There is no appeal to the application decision. All decisions are final."; update flowchart; 5.3 remove May 1 st ; 5.4 add criteria in 4.1; 5.1 add submits; Scope add enrolled students in current school year. 4.1 add hardship to definition
3/1/16	I	Updated definitions to match application (STS-F001). 5.1 added legal guardian and approval periods. 5.3 Clarified Special Transfer Committee. 5.4, New. Changed 5.6 to include principal right to revoke.
9/25/18	J	3.0, replaced CAO with Chief of Staff. 5.3, added "staff" for clarification. 5.4, replaced CAO with Chief of Staff. 5.5, Added "approved transfers are for the duration...". 5.7, added reference to STS-P011. Added STS-P011 and STS-F036 to associated documents.
12/21/20	K	Updated Definitions to include "Late Enrollment Request," for CMCSS K-12 Virtual late enrollment process. Added section 5.8 to outline the process specific to CMCSS K-12 Virtual, which will follow a similar process but will mainly flow through the Instruction Department.
07/18/24	L	4.1: Under Continuity added, "Continuity for active-duty military dependents(s) for any grade level may be considered for a change in permanent residency or rezoning. New definition added, "Other" 5.0: changed "Central Office" to Student Services.
01/23/25	M	5.1 rewrote paragraph to reflect process change and submission dates. 5.1.1 changed 'allotted time frame' to 'the student is enrolled and attending the zoned school. 5.2 changed 'and submitted to Student Services' to 'online", 5.3 added "or Student Services at the end of last sentence., 5.4 "or the" and "Access to Special Transfer application after March 15 for extenuating circumstances must be requested by contacting the Student Services Department. 5.6 changed to "All parties will be notified of approval or denial. 5.7 added "excessive early dismissals, 5.8.1 reads as 5.1; 5.8.6 same as 5.6, 5.8.7 added "excessive early dismissals." 6.2 deleted.

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