



## **SPECIAL TRANSFER APPLICATION PROCEDURE (STS-P001)**

Clarksville-Montgomery County School System

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### **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; (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.. Attach documentation.

### **5.0 PROCEDURE:**

- 5.1 Parent/legal guardian obtains Special Transfer application from Central Office or schools. Submit Request between PERIOD I: March 1 through April 30 or 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.
  - 5.1.1 Parent/legal guardian new to our school district may request a special transfer after the allotted time frame.
- 5.2 Application is completed with reason for requesting special transfer along with supporting documentation and submitted to Student Services.
- 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 of CMCSS.
- 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, Student Services Director or designee.
- 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.

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5.6 All parties will be notified by letter of approval or denial for Period I by May 15 and Period II by August 1.

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, 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 (STS-F001)

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 <sup>st</sup> and April 30 <sup>th</sup> . 5.5.2 to include by submitting the original request with additional and relevant documentation no later than July 15 <sup>th</sup> . 5.5.3 added by July 30 <sup>th</sup> . 5.3 added by May 1 <sup>st</sup> . 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



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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
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 <sup>st</sup> ; 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.

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