



CHANGE OF DOMICILE PROCEDURE (STS-P008)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of students who have been enrolled in a school zone and have moved to a new school zone.

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

2.0 RESPONSIBILITY:

- 2.1 Principal of the zoned school
- 2.2 Transportation Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief of Staff

4.0 DEFINITIONS:

- 4.1 Legal school zone is the zone where parents/guardians have actually established their permanent home.

5.0 PROCEDURE:

- 5.1 Parent informs school that family has moved out of the school zone.
- 5.2 If the student has “legally” lived in the school zone for 9 weeks and the new address is in Montgomery County, the school will adjust the address in PowerSchool and inform the parent that the student is not allowed to ride the CMCSS bus and will have to transfer to the zoned school at the beginning of the next school year. The principal will send the End of Year Out of Zone letter (in PowerSchool) at the end of the school year.
- 5.3 If new address is not in Montgomery County, the student must transfer immediately to the new school district.
- 5.4 If the student has NOT “legally” lived in the school zone for 9 weeks, the school will inform the parent that the student must transfer to the new-zoned school. The principal will send the Out of Zone letter (in PowerSchool). The parent will have 5 school days to transfer the child.
- 5.5 Students who are allowed to remain at a non-zoned school are not allowed to ride a CMCSS bus. Therefore, the principal or assistant principal will notify the Transportation Manager in the Operations Department by email. The bus driver will be informed from Operations that the student is no longer allowed to ride the bus.
- 5.6 If unusual circumstances arise concerning change of domicile, the principal should contact his or her Level Director.
 - 5.6.1 After reviewing circumstances on a case-by-case basis, the Level Director has discretion to recommend accommodations to this procedure to the Chief Academic Officer for approval. Should the accommodation involve transportation, the Chief Operations Officer shall also be contacted for approval.



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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Out of Zone Letter (in PowerSchool)
- 6.2 End of Year Out of Zone Letter (in PowerSchool)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
End of Year Out of Zone Letter	Student File at School	1 school year	Shred	Locked office and/or locked file cabinet
Out of Zone Letter	Student File at School	1 school year	Shred	Locked office and/or locked file cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/28/14	IR	Initial Release
4/10/18	A	Added 5.6.1.
10/15/18	B	3.1: replaced Director of Student Services with Chief of Staff. 5.3: replaced "school informs parent..." with "the student must transfer..."

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