



REVOCATION OF SPECIAL TRANSFER PROCEDURE (STS-P011)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of the building principal revoking a Special Transfer.

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

2.0 RESPONSIBILITY:

- 2.1 Director of Student Services

3.0 APPROVAL AUTHORITY:

- 3.1 Chief of Staff

4.0 DEFINITIONS:

- 4.1 Special Transfer- process by which parent applies for student to attend a non-zoned school by meeting certain criteria.

5.0 PROCEDURE:

- 5.1 The Special Transfer procedure states, "Approval may be revoked by the principal due to excessive tardies, excessive early dismissals, absenteeism, misconduct, or poor academic performance, by notifying the parent and Student Services in writing." When parents sign the form, they are acknowledging the Special Transfer can be revoked for the above reasons.
- 5.2 If the principal deems the student meets a condition for revocation of the Special Transfer, he/she should write a letter on school letterhead to the parent saying the Special Transfer is revoked. The letter should state the reason and the last day the student is to attend that school which is 5 school days from the date of the letter (See attached for sample letter.).
- 5.3 The principal should mail the letter, keep a copy, and send a copy to Student Services to place with the original Special Transfer request.
- 5.4 No Special Transfer should be revoked during the last grading period of the school year. A principal should also consider a high school student's schedule to see if the student can enroll in the same classes at his/her zoned school.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Special Transfer Application ([STS-F001](#))
- 6.2 Special Transfer Application Procedure ([STS-P001](#))
- 6.3 Special Transfer Revocation Letter from Principal ([STS-F036](#))



REVOCATION OF SPECIAL TRANSFER PROCEDURE (STS-P011)

Clarksville-Montgomery County School System

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Special transfer revocation letter	Cumulative folder and Student Services file room	Current plus three years	Discard as desired	Secure building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/25/18		Initial Release
01/21/25		Early dismissals added to 5.1

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