

# Houston County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <h2 style="text-align: center;">Student Transfers Within the School System</h2>	Descriptor Code: <b>6.206</b>	Issued Date: <b>06/13/22</b>
		Rescinds: <b>6.206</b>	Issued: <b>12/10/18; 03/09/20; 06/14/21</b>

*General*<sup>1</sup>

Each year, the Director of Schools/designee shall review the number of spaces available in each school by grade, class, and program levels. This information shall be posted on the district’s website along with the dates of the district’s open enrollment period. The open enrollment period shall last for thirty (30) days and information about the number of seats available shall be posted for at least fourteen (14) days prior. The Director of Schools/designee shall reserve a reasonable number of enrollment spaces at each school to account for the enrollment of zoned students, siblings of students, and students who have a parent/guardian employed at the school.<sup>2</sup>

During the district’s open enrollment period each year, a parent/guardian may request that his/her child attend a school within the district other than the one to which the child is zoned. The Director of Schools/designee shall review such requests, and if adequate space is available, grant such transfers. If the number of requests exceeds the number of available spaces, the Director of Schools/designee shall implement a lottery to fill the available spaces.

A parent/guardian of a student who is registering for kindergarten may submit a request to attend a school within the district other than the one to which the child is zoned only *after* registration in the school of zone is completed. The deadline for submitting kindergarten requests will be the date designated for new student registration each year.

The open enrollment process shall be completed before other nonresident transfers are approved.

**POST ENROLLMENT**<sup>1</sup>

Once accepted, the student shall provide his/her own transportation to and from the school. The student must maintain satisfactory attendance, behavior, and effort to remain in the new school.

A parent/guardian who is dissatisfied with a transfer decision for the student may, within ten (10) days of the decision, make written application to the Board for a hearing to appeal the decision.<sup>3</sup>

A student shall not be permitted to transfer to a school out of zone after the transfer request deadline. Any exception to this policy shall be brought before the Director of Schools for evaluation and decision.

**CHANGE IN RESIDENCE**<sup>1</sup>

Students whose families transfer their residence to another school area after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area.

The Director of Schools/designee may grant other exceptions to this policy for good and sufficient reasons.

***NOTE: Not effective in the event of federally-mandated desegregation order.<sup>3</sup>***

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Legal References

1. TCA 49-2-128
2. TCA 49-6-3113
3. TCA 49-6-3201
4. 34 C.F.R. § 100.4

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Cross References

Student Assignments 6.205  
Homeless Students 6.503  
Students in Foster Care 6.505