

Section J:

Students

Knox County Board of Education

Descriptor Term:

Student Transfers

Descriptor Code:

J-152

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1/26

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3/26

1
2 The Knox County Board of Education recognizes that there are situations in which a family may wish
3 for their child to attend a school other than their zoned school. This policy sets forth the parameters
4 through which parents and/or legal guardians may request student transfer.
5

6 **DEFINITIONS**

7
8 The term "zoned school" refers to the school located in the parent's or legal guardian's school zone of
9 residence; all students are required to attend their zoned school unless they have received an approved
10 transfer.
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12 The term "receiving school" refers to the school to which a transfer has been granted.
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14 An "out-of-zone student" is a student who attends a school that is not his or her zoned school.
15

16 An "out-of-county student" is a student who resides outside of Knox County.
17

18 The term "sibling" refers to a brother, sister, half-brother, half-sister, step-brother, step-sister, or foster
19 child living in the same household.
20

21 The terms "parent" and "legal guardian" refer to the legally-recognized parent or legal guardian of a
22 student.
23

24 **CONDITIONS FOR STUDENT TRANSFERS**

25
26 **Transportation.** Transportation of transferring students from zoned school to receiving school will not
27 be provided by the Board of Education unless expressly stated in accordance with Administrative
28 Procedure AP-J-152. Unless so stated, transportation shall be the responsibility of the parents, legal
29 guardians or students.
30

31 **Required Approval.** No out-of-zone student may be enrolled without a transfer approved by the Director
32 of Enrollment or the Director of Schools.
33

34 **Available Capacity.** All transfers are subject to limitations of available capacity. Determination of
35 capacity will take into consideration physical space available, program offerings and the staffing level.
36

37 **Duration.** Approved general transfers are generally effective through the terminal grade level of the
38 school to which the student is assigned. Students granted transfers will be expected to maintain an
39 appropriate academic, disciplinary and attendance record at the receiving school. If a student does not
40 meet these expectations, the principal of the receiving school may recommend that the transfer be
41 revoked, and the student be returned to their zoned school. The Director of Schools or his/her designee
42 shall review and approve or deny any principal's recommendation to revoke a student transfer. Students

1 who are directed to return to their zoned school shall do so at the end of the school year, unless the
 2 Director of Schools determines it is in the best interests of the student and/or the school system to do
 3 otherwise.
 4

5 **Tuition.** Out-of-county students will be subject to an annual tuition rate specified in Administrative
 6 Procedure AP-J-152. The established tuition rate shall not exceed “per pupil, per annum,” an amount
 7 equal to the amount of funds actually raised and used for school purposes by the county, divided by the
 8 number of pupils in average daily attendance in the district during the preceding school year.³ Any per
 9 pupil tuition payment shall be reduced by any amount of funds transferred by the transferring pupil’s
 10 county of residence under T.C.A. § 49-6-3104. Failure to pay the specified rate by the designated due
 11 date will result in a revocation of the student’s transfer.
 12

13 **WRONGFUL ENROLLMENT**

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 15 Any out-of-zone student found to be enrolled in or attending a school other than their zoned school
 16 without an approved transfer shall be returned to the appropriate zoned school at the end of the semester
 17 in which the violation is discovered, unless the Director of Schools or his/her designee determines it is in
 18 the best interests of the student and/or the school system to do otherwise. If the wrongful transfer or
 19 enrollment is believed to have been a willful action on the part of a parent or legal guardian, the Director
 20 of Schools may pursue action under the provisions of the Tennessee Code Annotated.²
 21

22 **TRANSFER APPLICATION AND PROCESS**

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 24 The Director of Schools will establish a procedure (AP-J-152) that will provide a transparent and
 25 equitable opportunity for all families to apply for a transfer.
 26

27 **Applicants.** Only the student’s parents or legal guardians may apply for a transfer on behalf of a student.
 28

29 **Transfer Windows.** Transfer applications must be submitted during one of two annually established
 30 open transfer periods:
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- 32 • **Priority Transfer Window.** The Priority Transfer Window shall begin on the first business day of
 33 October and end on the Tuesday following President’s Day.
 34
- 35 • **Final Transfer Window.** The Final Transfer Window shall begin on the first business day of April
 36 and end on the first business day in June.
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38 *Beginning with the 2025-2026 school year, Knox County Schools will accept requests for transfer from*
 39 *out-of-county students. Transfer requests for the 2026-2027 school year must be submitted during the*
 40 *Final Transfer Window. This clause shall sunset on August 1, 2026, at which time out-of-county transfer*
 41 *applications may be submitted during the Priority and Final Transfer Windows.*
 42

43 **Reasons for Transfer.** Parents and/or legal guardians may apply for a student transfer for any number
 44 of reasons, including:
 45

46 **Academic Program of Study** – Parents or legal guardians may request a transfer on the basis of a
 47 specific program of study (JROTC, CTE, etc.) that is not comparably available at their zoned school.
 48 Academic programs of study consist of complete two-, three-, and four-year programs. Single class
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offerings do not apply, and students requesting a program of study transfer must illustrate a commitment to enrolling in the requested program of study for a minimum of two (2) years.

Child of a KCS Employee – Children of teachers employed by Knox County Schools will be granted a transfer, based on the availability of appropriate programming, to the school where the teacher is employed after filing an appropriate transfer request during the open transfer window.¹ Knox County Schools will also make every effort to extend this benefit to all employees on a capacity-available basis. Employees of Knox County Schools who experience a change in employment status after the open transfer application windows have closed may apply for a Hardship Transfer. Any additional qualifications for a Specialty School Transfer must be met before an employee request for student transfer will be considered. Active, full-time employee status will be verified through the Knox County Payroll Office.

Out-of-County – Students who reside outside of Knox County may request to transfer into a KCS school. As outlined in Administrative Procedure AP-J-152, requests for out-of-county transfers will only be processed after all in-county requests in a given transfer window have been reviewed. Requests will be considered based on the availability of appropriate programming and the following eligibility requirements:

- a. Acceptance of and commitment to pay an out-of-county tuition rate, as specified in Administrative Procedure AP-J-152; and
- b. Demonstrated good standing in academics, discipline, and attendance.

Out-of-county students pursuing enrollment at L&N STEM Academy should refer to Policy J-154 “Out-of-District Student Transfers to the Regional STEM Academy,” and will not be subject to tuition fees pursuant to that policy.

School Choice – In accordance with Policy J-290, parents or legal guardians may request a School Choice transfer if their student attends a school that is deemed “persistently dangerous” according to criteria established by the Tennessee Board of Education or if their student has been the victim of a violent crime at their zoned school.

Sibling of a Currently Enrolled Student – In accordance with Administrative Procedure AP-J-152, students with a sibling enrolled at a school other than their zoned school may request a transfer to the same school on a basis of their sibling’s enrollment. Siblings of students already enrolled in or on transfer to the requested school will be given priority consideration, as outlined in Administrative Procedure AP-J-152.

Specialty School – Specialty schools are non-zoned schools or schools that offer unique programs of study, such as L&N STEM Academy, Career Magnet Academy, KCS Virtual School, the Beaumont Magnet Academy Honors Program, and the West High School IB Programme. Transfers to these schools may require additional qualifications for approval, and may be entitled to transportation.

Parents/legal guardians may also request a student transfer unrelated to any of the above-listed reasons if they feel it is in the best interest of their child. The Director of Schools shall maintain a procedure (AP-J-152) to address the various reasons for student transfers and any accompanying qualifications.

1 **Randomizing Applications.** At the conclusion of each transfer window, applications shall be assigned
 2 an electronically-issued random number. Applications shall then be processed according to their
 3 randomly assigned number and the procedures set forth in AP-J-152.
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5 **Waitlist.** Should the number of transfer requests for a given school exceed that school’s programmatic
 6 or staffing capacity, applications shall be placed on a waitlist according to their randomly assigned
 7 number and the procedures set forth in Administrative Procedure AP-J-152. Applications shall remain on
 8 the waitlist until space becomes available at the requested school or until waitlists are closed on the Friday
 9 prior to the start of the school year. Students who have not received an approved transfer prior to the start
 10 of the school year shall report to their zoned school at the beginning of the new school year.
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12 **Administrative Placements.** The Director of Schools has the authority to administratively place a
 13 student for what the Director determines to be the well-being of the student or the best interests of the
 14 school system.
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16 **Hardship Transfers.** A hardship transfer may be requested at any time during the school year due to an
 17 emergency, a change in family or residential status, or other extraordinary circumstance requiring
 18 immediate consideration. Hardship Transfers must be submitted in accordance with the procedures set
 19 forth in Administrative Procedure AP-J-152 and shall be evaluated by the Enrollment Department in the
 20 order in which they are received.
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22 **Appeal.** The school system's decisions in the selection of receiving schools for students applying for
 23 magnet schools or courses not offered in their zoned schools are not appealable. Parents/legal guardians
 24 may appeal other transfer decisions to school officials in the following order:

- 25 1. Director of Enrollment
 - 26 2. Summer Appeals Committee
 - 27 3. Director of Schools
 - 28 4. Knox County Board of Education
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42 Legal References:

- 43 1. T.C.A § 49-6-3113(b)(1).
- 44 2. T.C.A. § 39-19-504.
- 45 3. T.C.A. § 49-6-3003.

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47 Cross Reference:

- 48 • Knox County Board of Education Policy J-154 Out-of-District Student Transfers to the Regional STEM Academy.
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