



2027-2028 APPLICATION FOR STUDENT TRANSFER

Student ID _____
Current School _____

PLEASE PRINT

Student's Name _____ Date of Birth _____ Sex ____ Race _____

Parent/Legal Guardian Name _____ Present Grade _____ Grade Next Year _____
(2026-27) (2027-28)
Current School (2026-26) Enrolled _____

Address _____ Apt. # _____ Zoned School (2027-28) _____

City, State _____ Zip _____

Email _____ Home Phone _____ Cell _____

Work Phone _____

Knox County Resident: Yes ☐ No ☐ If not, name of county _____

Reason for Requesting a Transfer: (please mark one)

☐ **Teacher Child** KCS Work Location _____ Employee # _____

☐ **Employee Child** KCS Work Location _____ Employee # _____

☐ **Sibling Name** _____ ID # _____

☐ **Magnet** _____

☐ **Virtual** _____

☐ **Program of Study** Program Name (Orchestra, ROTC, etc.) _____ (minimum 2 year program)

☐ **Other** *Course _____

Please explain reason for transfer: _____

YOU MAY REQUEST UP TO THREE SCHOOLS IN ORDER OF PRIORITY. ONLY LIST SCHOOLS YOU ARE INTERESTED IN YOUR CHILD ATTENDING. (YOU MAY SELECT 1, 2, OR 3 SCHOOLS.)

Choice 1. _____

Choice 2. _____

Choice 3. _____

NOTE: Students may receive approval to only one requested school listed above. Once approved to a school, the student is REMOVED from the wait-list for other requested schools listed above.

By signing and checking the box, I, the parent/guardian, have read and understand the information and guidelines on the back of this form:

Yes ☐ No ☐

Signature _____ Date _____

To submit application:
Download and print this form.

Email to: Transfers@Knoxschools.org
or

Send to: Enrollment Dept.
P.O. Box 2188
Knoxville, TN 37901-2188

Student Transfer within Knox County Schools

Definitions

The term “zone school” means the school located in the parent’s or guardian’s school zone of residence where the student is required to attend unless a transfer is granted.

The term “receiving school” means the school to which a transfer is requested or approved.

An “out-of-zone student” is a student who attends a school that is not his or her base school.

The term “sibling” is a brother, sister, half-brother, half-sister, stepbrother, stepsister, or foster child living in the same household.

“Random Selection” is the electronic process which will be used for selecting students to be transferred. For determining seats available at schools, KCS will use grade clusters of: Grades K-3, Grades 4-5, Grade 6, Grades 7-8, and Grades 9-12.

Transfer Application

Application – Only the student’s parent or guardian may apply for a transfer on behalf of the student. The Director of Schools has established a transfer procedure that will provide transparent and equitable opportunity for transfer to all applicants. **If an application is not submitted during the open transfer window, or is not approved, students should report to their zone school at the beginning of the new school year.**

Priorities

The order of priorities for transfer decision shall be:

1. Teacher’s Children at the school in which they teach
2. Employees
3. Sibling of a currently enrolled student
4. Magnet
5. Virtual
6. Academic Program of Study
7. Other reason: (Explain)
8. Out-of-County (After all Knox County students have been assigned)
Students that receive an out -of-county” transfer approval are subject to annual tuition fee and eligibility requirements as referred in Knox County Board Policy J-152.

General Conditions

Transportation – Transportation will not be provided by Knox County Board of Education. Unless so stated, transportation shall be the responsibility of the parents, guardians or students.

Available Capacity – All transfers are subject to limitations of available capacity. Determinations of capacity will take into consideration physical space available, program offerings and the staffing level established under the school system staffing model.

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

Duration – Approved general transfers are effective through the terminal grade level of the school to which the student is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary and attendance record at the receiving school. If a student does not meet these expectations, the principal of the receiving school may request that the transfer be revoked and the student be returned to the zone school. The Director of Schools or his designee shall review, and approve or deny any principal’s request to revoke a student transfer. Students who are directed to return to their base school shall do so at the end of the school year, unless the Director of Schools determines it is in the best interests of the student and/or the zone school system to do otherwise.

Appeal – The school system’s decision in the selection of the receiving schools for students applying for magnet schools or courses not offered in their zoned schools are not appealable. Parents/legal guardians may appeal other transfer decisions to school officials in the following order:

1. Director of Enrollment
2. Summer Appeals Committee
3. Director of Schools
4. Knox County Board of Education

TSSAA Restrictions/Middle School Restrictions – Students who participate in TSSAA governed sports or Middle School Sanctioned Sports and transfer may lose athletic eligibility for one year.