

**Hardin County Schools  
2016-2017  
APPLICATION FOR STUDENT TRANSFER**

**PLEASE PRINT**

Pupil's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_ Race \_\_\_\_\_

Present Grade \_\_\_\_\_ Grade Next Year \_\_\_\_\_  
(2015-2016) (2016-2017)

Parent / Legal Guardian  
Name \_\_\_\_\_

Address \_\_\_\_\_ Apt.# \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Hardin County Resident: Yes  No

**Reason for Requesting a Transfer:**

\_\_\_ **Teacher's Child** HCS Work Location \_\_\_\_\_

\_\_\_ **Employee's Child** HCS Work Location \_\_\_\_\_

\_\_\_ **Sibling** already attending this school: Yes  No  If yes,

Sibling Name \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_ **Hardship** case

Please explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ **Other Reasons:** (Random Selection if needed)

Please explain: \_\_\_\_\_

**Zoned School (2015-2016):** \_\_\_\_\_

**Requested School (2016-2017):** \_\_\_\_\_

*I, the parent/guardian, have read and understand the information on the back of this form.*

Yes  No

*Significant reduction in staff or increased zone population may invalidate any or all transfers.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Student Transfer within/to Hardin County Schools**

### **Definitions**

The term "base school" means the school located in the parent's or legal 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 granted.

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 process which will be used for selecting students to be transferred. For determining seats available at schools, HCS will use individual grade levels (K-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 made at the proper time, or is denied, students shall report to their base school at the beginning of the new school year.

### **Priorities**

The order of priorities shall be:

1. Teacher's Children at the school in which they teach
2. HCS Employee's Children
3. Sibling of a currently enrolled student
4. Hardship cases
5. Others in Hardin County Schools (by Random Selection) if needed

### **General Conditions**

Transportation – Transportation will not be provided by Hardin County Board of Education. 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, and the staffing level established under the school system staffing model.

Wrongful Transfer or Enrollment – Any out-of-zone zone or out-of-district student found to be enrolled in or attending a school other than their base school without an approved transfer shall be returned to the appropriate base school at the end of the grading period in which the violation is discovered. 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. 39-16-504

Duration – Approved general transfers are generally effective through the terminal grade 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 base school. The Director of Schools 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 grading period, unless the Director of Schools determines it is in the best interest of the student and/or the school system to do otherwise.

Appeal – Parents / Legal guardians may appeal transfer decisions to school officials in the following order:

1. Director of Student Services
2. Appeals Committee (composed of System Supervisor, Guidance Counselor and School Administrator from a school not involved in the appeal)
3. Director of Schools
4. Hardin County Board of Education