

Open Enrollment is for students who live outside the district or Bartlett residents who want to attend a different Bartlett City school other than the school they are zoned.

Open Enrollment FAQs:

1. I currently have a transfer to a Bartlett City School. Do I need to reapply to stay at the school?

If your student is currently in the school's exit year grade (i.e. 5th, 8th, or 9th grade), then you **must** submit an application for a transfer. All other students that are not in an exit grade level will not need to reapply. *(i.e. A student who was granted a transfer in 1st grade at Oak will not be required to submit another transfer application until the student exits 5th grade.)*

2. If I am a Bartlett resident, may I go to any Bartlett City School?

Per BCS Policy #6019, a Bartlett resident may apply during the Open Enrollment period to attend a Bartlett City School other than the school he/she is zoned to attend. *Any student who was homeschooled for the 2015-16 school year will be assessed by BCS staff to determine appropriate grade-level placement.*

3. How and when will I know if my transfer was approved to attend a Bartlett City school?

A letter of approval or denial will be e-mailed to the e-mail address listed on the application on or before April 8, 2016.

4. I do not live in Bartlett. May I still attend a Bartlett City School?

Yes, Open Enrollment is open for any student regardless of where the student resides. Students who reside outside of Shelby County (i.e. Fayette or Tipton County) are required to pay tuition. *Any student who was homeschooled for the 2015-16 school year will be assessed by BCS staff to determine appropriate grade-level placement.* Please see BCS Policy #6015 for additional information.

5. How old must my child be in order to apply for a transfer?

A student must be five (5) years old on or before August 15, 2016, in order to apply for a transfer.

6. When may I apply for an Open Enrollment transfer?

Open Enrollment for the 2016-2017 school year will begin January 29, 2016, at 10 am and will end March 11, 2016, at 4 pm. An application may be downloaded from the Bartlett City Schools' website. Applications received during Open Enrollment will be processed in accordance with BCS Policies #6015 and #6019.

7. Where do I submit my applications?

Applications must be mailed to Student Services at the address below or e-mailed at bcsenrollment@bartlettschools.org. An electronic signature will **not** be accepted on the application.

Bartlett City Schools
Attn: Student Services
5650 Woodlawn Street
Bartlett, TN 38134

8. If I currently have a transfer to a Bartlett City School and am in my exit year grade, am I guaranteed to receive a transfer to the next Bartlett City School I would like to attend?

Unfortunately, we cannot guarantee a transfer to any Bartlett City School. See BCS Policies #6015 and #6019 for additional information.

9. If I currently have an eligible circumstance transfer to a Bartlett City School, am I guaranteed to receive a transfer to my school of choice?

Unfortunately, we cannot guarantee a transfer to any Bartlett City School. See BCS Policies #6015 and #6019 for additional information.

10. If I would like my child tested early to enter Kindergarten, may I apply for a transfer?

Only Bartlett residents may request their children be screened for early entry by contacting Kristy Ford at 202-0855. Applications for transfers will not be reviewed until approval for early entry is granted by Teaching & Learning. At that time, Student Services will process applications in accordance with BCS Policies #6015 and #6019. All applicants will receive notification of approval or denial via e-mail.

11. I have a four (4) year old. May I apply for a transfer for my student to attend the PreK4 Program?

PreK4 applications are not accepted through the Open Enrollment process. Please contact Kristy Ford at 202-0855 or visit the District Website at www.bartlettschools.org for more information regarding PreK4.