

Bartlett City Board of Education		6019
Descriptor Term: TRANSFERS WITHIN THE SYSTEM	Descriptor Code: Student Services	Issue Date: 03/13/2014
	Rescinds:	Revised:

1 During the spring transfer/open enrollment period, a parent, legal guardian, or custodian may
2 request that his/her student attend a school within the system other than the one to which the
3 student is zoned. The Superintendent or his/her designee shall review such requests and, if
4 adequate space is available, grant such transfers unless a transfer would be adverse to the best
5 interests of the student or the District. If granted, the student must provide his/her own
6 transportation to and from the school.¹

7 Except within the first ten (10) days of a school year during which time student assignments may
8 be appealed,² after a student has enrolled in one (1) school within the system, he/she shall not
9 be permitted to transfer to another school unless there is a change in residence outside the school
10 zone for which the student is enrolled. Any exception to this policy must be brought before the
11 Superintendent for evaluation and decision.

12 Students whose families transfer their residence to another attendance zone within Bartlett City
13 Schools after the first month of school may complete the school year at their former school.
14 Students who present evidence that they will move during the school year and who desire to enroll
15 in a new school in the new area may do so with prior written request for a change of school area.
16 The Superintendent or his/her designee may grant other exceptions to this policy for good and
17 sufficient reasons.

18 Principals shall allow credit for work transferred from other schools only when substantiated by
19 official transcripts or successful completion of comprehensive written examinations approved,
20 administered, and graded by the principal or his/her designee.³

¹ T.C.A. §49-2-128

² T.C.A. §49-6-3201

³ TRR/MS 0520-1-3-.03(11)(a-e)