

OFFICE USE ONLY
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MEMPHIS CITY SCHOOLS
Student Enrollment and Records

APPLICATION FOR SCHOOL TRANSFER 2009-2010

Instructions: If possible, we strongly encourage you to use our online application at www.mcsk12.net. Online applications will help us respond more quickly. You must have a working e-mail address to use the online application, and you will receive an e-mail confirmation that your application has been received. If you need to use this paper application, please pay careful attention to all information on both pages.

All applications received between April 7 and 24 will be sorted by priority category (NCLB, Sibling, etc.) and processed "first come, first serve" within priority category. All applications submitted after April 24 will be processed in order of receipt. Applications will be accepted between April 7 and June 30, and may be submitted online at www.mcsk12.net; in person (weekdays from 7:30 a.m. until 4:45 p.m.); by fax to 416-5713; or by mail to the Office of Student Enrollment & Records, Memphis City Schools, 2597 Avery Ave., Room 104, Memphis TN 38112.

Please call (901) 416-5830 if you have questions. **No Open Enrollment applications will be accepted after June 30, 2009.**

Also, please note: If an Optional transfer has been granted, that transfer must be withdrawn before applying for another transfer.

Please select the appropriate legal residency of the Parent/Legal Guardian:

- City of Memphis Non-City Shelby County Resident* Other TN County* State other than TN*

* All non-city residents, except MCS employees who reside within Tennessee, are required to pay tuition and to present receipt at registration. Please see the back of this application for tuition information.

Name of Student _____ Date of Birth ____/____/____ Race _____ Sex _____
LAST FIRST MIDDLE MONTH DAY YEAR

Name of Parent/Legal Guardian _____ Home Phone () _____
LAST FIRST MIDDLE

Work Phone () _____ Cell Phone () _____

Parent/Legal Guardian's Address _____ City _____ State _____ Zip _____

Parent/Legal Guardian's E-mail Address _____

We must have current and accurate contact information. **Any inaccurate information at the time of processing may result in the inability to process your request.** If any contact information changes, contact the Office of Student Enrollment and Records at 416-5830.

School currently attending (2008-2009) _____ Grade Entering 2009-2010 _____

Schools Requested 2009-2010: First Preference _____ Second Preference _____

Type of Transfer Requested (Please see the back of this application for details.)

- Open Enrollment (NCLB, Sibling, etc.) OTHER: Sp Ed Sibling Board Employee Senior/Final Psych/Med

For Sibling Transfer: Brother/sister must have been enrolled in the sibling's requested school for 2008-2009 and must be returning for 2009-2010.

Sibling Name _____ Grade _____ Date of Birth ____/____/____

Sibling's Current (2008-2009) School _____

APPLICATIONS WITHOUT THE SIGNATURE OF THE PARENT/LEGAL GUARDIAN WILL NOT BE PROCESSED.

Please sign and date.

Signature of Parent/Legal Guardian ** _____ Date _____

****Please read the front and back of this application carefully. Your signature indicates understanding and acceptance of Open Enrollment and transfer guidelines and procedures.**

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Student PIN Number _____ Previous PIN _____

Approved	Transfer is denied due to:	Transfer Type
By: _____ Date _____	<input type="checkbox"/> No Space Available <input type="checkbox"/> Behavior <input type="checkbox"/> Attendance	

TRANSFER INFORMATION AND GUIDELINES

Every student has an assigned school based on the address of the parent or legal guardian. Proof of residence is required before enrollment. Memphis City Schools offers an Open Enrollment process which allows all interested parents or guardians to choose a school other than the one assigned by address, if space is available in the chosen school.

Optional transfers are administered by the Division of Optional Schools (416-5338). If an Optional school transfer has been granted, that transfer must be withdrawn before this application can be processed.

Your signature on the front of this application constitutes agreement that your child is not requesting a transfer as a result of athletic recruitment. Furthermore, your signature indicates agreement that your child's transfer, if granted, may be denied renewal if appropriate behavior and/or attendance are not exhibited.

A transfer renewal may be denied if any of the following occur:

- The student has accumulated any combination of 15 or more unexcused absences from school or class, tardies to school or class, or early dismissals from school or class;

and/or

- The student has a combined total of four in school suspensions, suspensions of one to three days (1-3), or disciplinary referrals to the office;
- at least two suspensions of four to ten days (4-10) for any reason;
- expulsion; or
- a statement from the Pupil Services Center that the student is being returned to the school on probation, and the student does not meet the terms of his/her probation.

If a transfer is approved, transportation to the school must be provided by the parent with the possible exception of "No Child Left Behind" transfers.

Approved transfers are effective for 2009-2010 and must be used the first day of school (August 10, 2009). Transfers are null and void if not used by the first day.

It is anticipated that the majority of spaces available will be filled by applications submitted during the priority period (April 7 through April 24). Applications submitted during this period will be sorted by priority category and processed "first come, first serve" within priority category for available spaces or placement on a waiting list. However, city residents will always take priority over non-city residents, and applications for non-city residents will be processed after June 30. The priority categories are as follows:

- (1) **No Child Left Behind** – In accordance with Federal law, students who are assigned to High Priority Memphis City schools (schools not in good academic standing as defined by the State Department of Education) can transfer to schools in good standing.
- (2) **City siblings** – The sibling of a city student currently enrolled in a MCS school and will return for the next school year to that same school receives priority for also enrolling in that school.
- (3) **City residents** – Students who reside in the City of Memphis with their parent or legal guardian.
- (4) **County students currently enrolled in MCS with a sibling** - County students currently enrolled in MCS with a sibling currently enrolled in a MCS school who will return for the next school year to that same school receive the highest priority among non-city, county residents.

(5) **County students currently enrolled in MCS** – County students currently enrolled in MCS receive priority to enroll in a MCS school for the next school year.

(6) **County siblings** – The sibling of a county student currently enrolled in a MCS school and will return for the next school year to that same school receives priority for also enrolling in that school.

(7) **County residents** – Shelby County residents who are not currently enrolled in MCS.

(8) **Tennessee residents** – Tennessee residents who do not reside in Memphis or Shelby County.

(9) **Out-of-state residents** – Students residing outside the state of Tennessee.

After the priority period, applications will be ordered first come, first serve, but placed behind those ordered during the priority period. Priority categories will no longer apply after April 24, except city residents will receive preference.

If neither your first nor second preference of school has space, regardless of category, you will be automatically placed on the waiting list for your first choice only. You will receive a notice that you have been placed on a waiting list, and you will have the option to either remain on the waiting list or apply for another school which has space. When you apply for another school, your child's name will be removed from the waiting list. The waiting list will be maintained until September 4, 2009.

OTHER TRANSFER TYPES (Subject to Space Availability, Review, and Administrative Approval):

SPECIAL EDUCATION SIBLING: One brother or sister may transfer to the same campus to accompany a student assigned by the Division of Exceptional Children EXCEPT those assigned to CLUE or RESOURCE. Yellow bus transportation will not be provided for the brother or sister accompanying the exceptional student.

BOARD EMPLOYEE: Students may transfer to the same campus or adjacent campus where a parent/legal guardian is employed. The principal's approval is required. Board employee transfers for non-city residents are not charged tuition.

SENIOR/FINAL: The student may return to the same school for the final grade provided he/she completed the 2008-2009 school year at that school. The principal's approval is required.

PSYCHOLOGICAL OR MEDICAL: A request must be accompanied by a letter from a clinical psychologist or medical doctor (M.D.). Applications without supporting documentation will not be processed. Contact the Office of Student Enrollment and Records for details.

PAYMENT OF TUITION AGREEMENT BETWEEN PARENT/LEGAL GUARDIAN AND THE MEMPHIS CITY SCHOOLS

Memphis City Schools has established a tuition rate for students whose parents/legal guardians do not live in Memphis (TCA 49-6-3003; 49-6-3104 and Board Policy 6.204). Board employees who reside within Tennessee are exempt from tuition requirements.

Depending on which plan you select (see below), tuition must be paid in full by the due date in order for your child to enroll/continue in a Memphis City school. Mail or bring payment to the MCS Office of Student Enrollment & Records, 2597 Avery Ave., Room 104. Your receipt will be proof to the school that tuition has been paid. The following tuition rates are expected to remain in effect for 2009- 2010. However, tuition rates are not final until the 2009-2010 budget has been approved by the MCS Board of Education.

TUITION PLAN

FULL YEAR

Payment due on or before registration.

Out-of-City (in Shelby County) - \$600.00

Out-of-County (another TN County) - \$2,600.00

Out-of-State: (Grades K-12) - \$5,300.00

SEMESTER

First semester due on or before registration. Second semester due on or before the beginning of second semester.

Out-of-City (in Shelby County) - \$300.00

Out-of-County (another TN County) - \$1,300.00

Out-of-State: (Grades K-12) - \$2,650.00

The Memphis City Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age. For more information, please contact the Office of Equity Compliance at (901) 416-5300.