

<b>Administrative Directive Title:</b>  <b>Zone Waivers for City Residents</b>	<b>AD Number:</b> <b>6.205.1</b>	<b>Adopted:</b> August 1982 <b>Former Descriptor:</b> STU9
<b>Policy References:</b> <a href="#">Board Policy 6.205</a> - Assignment of Students to Schools and Classes	<b>Revised:</b> 3/99, 6/08, 7/12, 2/14, 7/14, 7/15, 7/19, 8/21, 11/24	

1 Parents/guardians residing within the corporate city limits of the City of Murfreesboro may request that  
 2 their child(ren) attend a school within Murfreesboro City Schools that is outside of their school of zone  
 3 by completing a Request for Zone Waiver form. Requests for zone waivers must be completed every  
 4 school year. A separate zone waiver application is required for each child within the household.

5 Schools designated as "closed zones" are not eligible for new zone waiver requests. Exceptions may be  
 6 made for a of a sibling currently attending the school if there is space available in the sibling(s)'s grade  
 7 band at the discretion of the school principal.

8 **ZONE WAIVER REQUESTS**

9 In order to request a zone waiver, the parent/guardian must complete the Request for Zone Waiver form  
 10 and request an acknowledgement signature from the sending and receiving school principals. Incomplete  
 11 requests will not be processed and will be returned to the parent/guardian for completion.

12 If the zone waiver request is approved, the parent/guardian will receive written notification, including  
 13 instructions on how to complete the enrollment process at the approved school. If the zone waiver request  
 14 is denied, the parent/guardian will receive written notification explaining the reason(s) for the denial  
 15 (e.g., lack of space).

16 **ZONE WAIVER APPEALS**

17 Parents/guardians may appeal a denied zone waiver request by submitting a written appeal to the  
 18 district's Office of Student Support Services within ten (10) business days of receiving the denial. The  
 19 appeal should include:

- 20 • Reason(s) why the waiver should be reconsidered.
- 21 • Any additional supporting documentation.

22 The Director of Schools will review the appeal and issue a final decision within ten (10) business days  
 23 of receipt of the appeal.

24 **CONDITIONS FOR CONTINUED ENROLLMENT UNDER ZONE WAIVER**

25 Once a zone waiver is granted, it remains in effect for the duration of the student's attendance at the  
 26 school unless any of the following occurs:

- 27 • Transportation: the parent/guardian will be responsible for providing student transportation to  
 28 and from school.

- 29 • Attendance and Behavior: Continued enrollment at the out-of-zone school is contingent upon the  
30 student maintaining good attendance, academic performance, and behavior. The district reserves  
31 the right to revoke the waiver if these conditions are not met.
- 32 • Change in Residency: If the family moves to a new address outside of the corporate city limits  
33 of the City of Murfreesboro, the waiver will be reevaluated based on the new residence.
- 34 • School Capacity Changes: If capacity issues arise at the requested school, the waiver may be  
35 revoked for future academic years.

36 **ZONE WAIVER REQUESTS FOR EMPLOYEES**

37 Children of full-time and part-time employees, with the exception of substitute teachers, may submit a  
38 zone waiver request to allow a student to attend the school where the parent/guardian is employed. If the  
39 parent/guardian's employment with the district ends during an academic year, the student may be  
40 permitted to remain at the school where the student is enrolled through the remainder of that academic  
41 year, if recommended by the principal and approved by the Director of Schools. Students are subject to  
42 the conditions for continued enrollment outlined in this administrative directive. Employees must  
43 resubmit zone waiver requests on an annual basis.

44  
45 Grandchildren of full-time and part-time employees, with the exception of substitute teachers, may  
46 submit a zone waiver request to allow a student to attend the school where the grandparent is employed.  
47 However, zone waivers for grandchildren of employees are not guaranteed and are contingent on if space  
48 is available in the grade level.