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| Administrative Directive Title: Zone Waivers for Out-of-District Residents | AD Number: 6.205.2 | Adopted: October 1984 Former Descriptor: STU7 |
| Policy References: Board Policy 6.205 - Assignment of Students to Schools and Classes | Revised: 8/92, 3/05, 6/08, 10/10, 2/14, 7/14, 7/19, 11/24 | |

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

5 Schools designated as "closed zones" are not eligible for zone waiver requests.

6 **ZONE WAIVER REQUESTS**

7 Zone waiver request forms will be available beginning on March 15th of each school year. Completed
 8 forms must be returned to the Office of Student Support Services following the timeline published
 9 annually. If a zone waiver is submitted after the deadline, the requestor will be assigned to a waitlist and
 10 will be notified if space is available at the school requested.

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

15 **ZONE WAIVER APPEALS**

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

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

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

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

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

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

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

36 **ZONE WAIVER REQUESTS FOR EMPLOYEES**

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

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