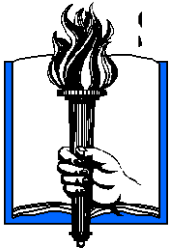


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Pre-K, K-6 Admission & Enrollment	Descriptor No: AD STU5	Effective Date: 9/04
Reviewed/Revised: 6/06; 9/11; 4/12; 7/12; 2/14; 6/14; 9/18		

1 Voluntary, Title I, and Local Programs

2
3 Children who are four (4) years of age by August 15th and live within the city limits of
4 Murfreesboro are selected for *the Voluntary Pre-K* program if they meet the eligibility
5 requirements of school age children qualifying for low income or other risk factors designated on
6 the state's eligibility form.

7
8 Qualifications for a Title I preschool program:

- 9
10 *The child has taken the preschool screening instrument.
11 *Children who have a below-average score will be placed in Title I classrooms
12 *Admission to Title I classrooms is based on assessment scores alone
13

14 Basis of Preschool Assignments and Admission Requirements

15
16 Children living in federal housing developments will be given priority to a pre-K program
17 existing in the housing development. (Mercury Court and Oakland Court) All other preschool
18 classes are limited to children residing in the zones of Murfreesboro City Schools. Proof of
19 address is required.
20

21 The preschool child must be 4 years of age on or before August 15th.*

22
23 *Does not apply to children requiring Special Education services.
24

25 A student entering the preschool program for the first time (including those transferring from
26 other systems) must present to the school principal:

- 27
28
29 (a) A birth certificate (mother's copy is acceptable) or officially acceptable evidence
30 of date of birth at the time of registration;
31
32 (b) Evidence of a current medical examination. There shall be a complete medical

33 examination of every student entering school for the first time;

34
35 (c) Evidence of state-required immunization (T.C.A. §49-6-5002) (see attachment);
36 and

37
38 (d) *Proof of residency within the Murfreesboro City Limits.*
39

40 **Attendance**

41
42 Attendance must follow state guidelines.
43

44 **Transportation**

45
46 Transportation is not provided for preschool. Parents are responsible for their child's attendance.
47

48 **K-6**

49 Registration for Kindergarten will be held annually with the date to be determined by the
50 Director of Schools or his/her designee.
51

- 52 1. A child entering kindergarten shall be no less than five years of age on or before August
53 15. A child entering first grade shall be no less than six years of age on or before
54 September 30.
55
- 56 2. Any transfer student applying for admission who was legally enrolled as a first grade
57 student in another state and who will be six years of age no later than December 31 of the
58 current school year shall be enrolled.
59
- 60 3. Any child applying for admission who was legally enrolled in an approved kindergarten
61 in another state during the preceding school year, who is six years of age no later than
62 December 31 of the current school year, and who could have enrolled in first grade in
63 that state during the current school year, shall be enrolled.
64
- 65 4. No child shall be eligible to enter first grade without having attended an approved
66 kindergarten program; provided, however, that a child meeting the requirements of the
67 State Board of Education for transfer and/or admission, as determined by the state
68 Commissioner of Education, may be admitted by a local education agency,
69 notwithstanding any other provision or act to the contrary.
70
- 71 5. A student entering the school system for the first time, (including kindergarten, first
72 grade and those transferring from other systems), must present to the school principal:
73
 - 74 (a) A birth certificate (mother's copy allowed) or officially acceptable evidence of
75 date of birth at the time of registration;
76
 - 77 (b) Evidence of a current medical examination. There shall be a complete medical
78 examination of every student entering school for the first time.
79
 - 80
 - 81 (c) Evidence of state-required immunization (T.C.A. §49-6-5002) (see attachment);
82 and,
83
 - 84 (d) A social security card (requested but not required) from which the child's number

85 may be copied to his records (T.C.A. §49-6-5102).

86
87 (e) Verification of Address
88

89 The name used on the records of a student entering school must be that as shown on the
90 birth certificate unless evidence is presented that such name has been legally changed
91 through a court as prescribed by law. If the parent does not have or cannot obtain a birth
92 certificate, then the name used on the records of such student will be that as shown on
93 documents which are acceptable to the school principal as proof of date of birth.
94

95 6. A child whose residence changes to another school zone after the first school month will
96 not be required to change schools for the balance of the school year as long as the
97 following requirements are met:
98

- 99 • The student's initial enrollment was bona fide;
- 100 • Guardian is able to provide transportation to and from school in such a manner that
101 prevents tardiness and absences;
- 102 • Student follows all rules/regulations of the school. Any in-school or out-of-school
103 suspensions may result in the child's transfer to his/her zoned school;
- 104 • In subsequent years, students moving out of the city limits will be required to
105 complete an out-of-city application for enrollment into Murfreesboro City Schools.
- 106 • Students moving out of the county will be required to pay tuition as determined by
107 the School Board that is pro-rated for the remainder of the year. In subsequent years,
108 the student must complete an out-of-city application for enrollment into Murfreesboro
109 City Schools. Students moving to another city school zone must complete a zone
110 waiver for the remainder of the present year.
- 111 • Enrollment in subsequent years is subject to space availability and completion of
112 appropriate zone waivers/out-of-city applications.
113

114 7. A child's residence for enrollment purposes shall be defined as the address of his/her
115 legal guardian or parent. A child's legal residence shall not be the address of an aunt,
116 grandparent, babysitter, etc., unless that person has been appointed as the child's legal
117 guardian.
118

119
120
121
122 T.C.A. §49-6-201
123

124 Related Board Policy: 6.201
125
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