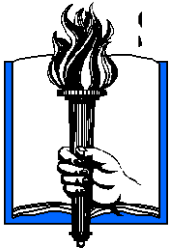


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Assignment and Enrollment of Out-of-County and Out-of-City Students	Descriptor No: AD STU7	Effective Date: 10/84
Revised: 8/92; 3/05; 6/08; 10/10; 2/14; 7/14; 7/19		

Application Process—Current Students

Application forms will be sent to current out-of-city students no later than March 15 of each school year. If the student wishes to continue in Murfreesboro City Schools, the completed form must be returned to the central office no later than the established kindergarten registration date for that year. If the student has an upcoming kindergarten sibling and the parent wishes for that child to be accepted, a separate application is required. If the form is not returned prior to the established date for kindergarten registration, then it will be assumed that the child no longer wishes to attend Murfreesboro City Schools. If the central office receives the form after the established kindergarten registration date, it will be assigned a number pursuant to the procedures listed below for new students. Assignments of existing out-of-city students and their siblings are always subject to availability of spaces in the school requested. Assignments will be made as quickly as possible, but the central office reserves the right to wait until registration day for making assignments to schools where capacity may be an issue. **The student must have an approved application in order to register at their assigned school. An out-of-city application is required every year for each child(ren) attending MCS from an area not in the city limits.**

Application Process—New Students

The application period for new out-of-city students will begin at least two weeks prior to the established kindergarten registration date each year. The application process shall be promoted on the City Schools website. Application forms will be distributed to out-of-city applicants on a first-come, first-serve basis. The applicant may request assignment to a particular school, but central office staff on a space-available basis will make assignments. Assignments will be made as quickly as possible, but the central office reserves the right to wait until registration day for making assignments to schools where capacity may be an issue. **The student must have an approved application in order to register at their assigned school.**

33 Applicants That Are Not Assigned or Refuse Assignment

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If an applicant is not assigned to his/her preferred school or if the applicant refuses/is denied assignment to another school, the application will be discarded. To be considered in future years, the applicant must apply again. No waiting list will be maintained. Those paying tuition will be entitled to a full refund, minus a \$20 administrative charge.

Out-of-County students may be assigned to a City School. Students will be assessed an annual fee (tuition) as determined by the School Board.

- Attachment A: Out of City Application
- Attachment B: Zone Waiver/Out of City Agreement

Board Related Policy: 6.205

OUT-OF-CITY APPLICATION

2019-2020

Murfreesboro
City Schools

Erma Siegel - Scales
John Pittard - Overall Creek
Cason Lane - Discovery School
These schools are **not** accepting new
Out-Of-City Application requests for the
2019-2020 school year.

One Student per Application

DATE: _____

(Please print all information in ink.)

Name of Student: _____
(Last Name) (First Name) (Middle Name)

Grade entering in 2019-2020: _____ Sex: Male Female

Desired School to Attend: _____ Birthday: _____
(Month) (Day) (Year)

Home Address: _____
(Street Address) Home Phone: _____
(City) (Zip) Cell Phone: _____

School attended last year: _____

What is the reason for enrolling this student in Murfreesboro City Schools? _____

Brothers/Sisters: List those enrolled in a city school during 2019-2020

<u>SIBLINGS NAME</u>	<u>SCHOOL</u>	<u>GRADE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>MOTHER'S/GUARDIAN'S NAME</u>	<u>PLACE OF WORK</u>	<u>WORK PHONE</u>
_____	_____	_____
<u>FATHER'S/GUARDIAN'S NAME</u>	<u>PLACE OF WORK</u>	<u>WORK PHONE</u>
_____	_____	_____

PARENT'S OR GUARDIAN'S DECLARATION OF UNDERSTANDING

I (parent or guardian of above listed students) UNDERSTAND AND AGREE TO THE FOLLOWING:

- The parent or guardian will provide transportation all the way to and from the school.
- Attendance will be regular with arrival and departure according to the school rules.
- Students not following school policies will be reviewed at the end of the semester for possible return to the home schools.
- Request may be denied if it would result in overcrowding or oversized classes.
- Out-of-city applications must be completed on a yearly basis and may be for one school year only depending on school enrollment and capacity status.
- Signature of principal does not indicate acceptance of request. Out-of-city waiver determination is not final until it is approved or denied by Central Office, Assistant Superintendent of Administrative and Support Services.

_____ Date _____ Parent or Guardian Signature

The Murfreesboro City School System does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in the provision of services, in programs or activities or employment opportunities and benefits.

PARENT OR GUARDIAN, PLEASE DO NOT WRITE BELOW THIS LINE.

CENTRAL OFFICE DECISION

Attendance History: Excused Absences: _____ Tardies/Early Dismissals: _____
 Unexcused Absences: _____ Late Pickups: _____
 Truancy Filed? Y N _____
Date

Application for Admission is:

Approved for Requested School
 Not Approved for Requested School

_____ Assistant Superintendent of Administration and Support Services

Date of decision: _____

School Assigned to Attend if Not Requested School _____

School and Home Notified: _____