

**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**

Descriptor Term: Zone Waiver Procedure (City Residents Only)	Descriptor No: AD STU9	Effective Date: 8/82
	Revised: 3/99; 6/08; 7/12; 2/14; 7/14; 7/15; 7/19; 8/21	

1 **NEW/FIRST TIME APPLICANTS**

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3 Persons who live within the city limits of Murfreesboro and are requesting that their child
4 attend a school out of their residential attendance zone need to fill out a zone waiver form for
5 consideration. Waivers are based on one school year and must be applied for each year.
6 (Use Attachment A for application.) Forms can be downloaded from the MCS website,
7 picked up at a school or from the Central Office during normal business hours. A separate
8 zone waiver application is required for each student each year a waiver is being desired.
9 From time to time the school system will “close zone” a school and not permit any out-of-
10 zone students to attend a particular school. *The MCS Assistant Superintendent of Student
Support Services determines final decisions on all zone waivers based on all available
information.*

12
13 **THE PROCESS**

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15 **STEP # 1** – Parent and/or Guardian should complete all of STEP # 1 of the zone waiver form
16 and sign it before proceeding to STEP # 2.
17 **STEP # 2** – Parent and/or Guardian should take the form to the school that the child is
18 currently attending or is zoned to attend and discuss with the Principal or their designee the
19 reason for requesting a zone waiver out of their zoned school. After that discussion, the
20 Principal will sign the zone waiver and give it back to the Parent and/or Guardian for their
21 continuation on to the next step.
22 **STEP # 3** - Parent and/or Guardian should then take the zone wavier to the school that the
23 student wishes to attend and discuss with the Principal or their designee the reason for
24 requesting to attend that school rather than their zoned school. Leave the form with the
25 Principal for submission to the Central Office.

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27 **THE DECISION AND NOTIFICATION OF SCHOOL ASSIGNMENT PROCESS**

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29 The receiving Principal will fill out the appropriate information in STEP # 3 and then
30 forward the form on to the Central Office for final determination.
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32 When the application is received at the central office and has received preliminary approval
33 by the Principal, all attendance data/disciplinary information and other pertinent information
34 will be reviewed by the Central Office for each student applying for a zone waiver to see if
35 the student and their situation appropriately qualifies them for the approval of a zone waiver.
36 After a final determination has been made, copies of the waiver with the determination of
37 school assignment shall be sent to the receiving Principal and the Parent and/or Guardian will
38 be notified of the decision.

39 40 41 **REAPPLICATION FOR ZONE WAIVERS**

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43 Parents and/or Guardians of a student who has been previously granted a zone waiver must
44 reapply each year for consideration. STEP # 2 is not required for Reapplications. All other
45 steps should be followed in the process.
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47 48 **MURFREESBORO CITY SCHOOLS EMPLOYEE ZONE WAIVER REQUEST** 49 **PROCESS**

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51 Any full-time or part-time employee of Murfreesboro City Schools can make application for
52 zone waivers for such students that they are the parent or legal guardian of. The Director of
53 Schools and the Assistant Superintendent of Student Support Services will review all MCS
54 employees' requests before a final determination is made as to the possibility of a Zone
55 Waiver being granted.
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57 **WITHDRAWAL TO HOMESCHOOL**

58 For the 2021-22 school year, parents of eligible students may unenroll their children during
the first semester to homeschool without the loss of the student's enrollment spot at his or her
current school with the following

59 conditions:

- 60 1. The student's enrollment will only be held for the 1st semester of the 2021-22 school
61 year;
- 62 2. The parent must submit their request in writing to the Director of Schools accompanied
63 by a statement from a physician verifying a medical need for homeschool in lieu of
64 traditional school;
- 65 3. Murfreesboro City Schools and the student's school will not be responsible for
66 providing curriculum, supplemental materials, technology, or any other resources for
67 instruction; and
- 68 4. To request an extension for the 2nd semester of the 2021-22 school year, a separate
69 request must be made in writing to the director by December 1st. An extension is not
70 guaranteed and will be granted based on the state of the pandemic and any continuing
71 medical need.
- 72 5. Should the district rezone before the 2022-2023 school year, this exemption would be
voided, and the student would attend their newly zoned school.