



**2019-2020**  
**OUT-OF-DISTRICT TRANSFER**

Please provide the following information and return the completed form to Millington Municipal Schools, Student Services, 5020 Second Avenue, Millington, TN 38053. **All fields must be completed in order for this application to be processed. Instructions are located on the reverse side of this application.**

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal Parent(s)/Guardian(s) Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: TN Zip: \_\_\_\_\_ County: \_\_\_\_\_

**School Last Attended Information**

School Last Attended: \_\_\_\_\_ 2019 -2020 Grade Level: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ 2019 - 2020 School Zoned to Attend: \_\_\_\_\_

**Millington Municipal School Requested to Attend:** \_\_\_\_\_

Check if served by:  Special Education  504  ESL

If Special Education (Provide copy of IEP)

**Non-resident students will be considered for attendance within Millington Municipal Schools based on Board of Education policy 6.204. Documentation is required for priority selection. Please indicate priority below.**

- Priority 1: Children of teachers employed by Millington Municipal Schools.
- Priority 2: Students currently enrolled at E. A Harrold Elementary, Millington Elementary, Millington Middle, or Millington Central High, or siblings of such current students. Sibling is defined as a brother, sister, step-brother, step-sister, half-brother, half-sister or foster child who lives in the same household as the student.

Name of sibling: \_\_\_\_\_ Name of MMSD school attending: \_\_\_\_\_

- Priority 3: Students who reside out of district and who do not meet priorities 1 or 2.

**Parent(s)/Guardian(s) must submit the following documents with application for non-resident student admission:**  
**Completed Application**  
**Student's 2018-19 report card and transcript (high school students) that includes attendance**  
**Student's 2018-19 discipline record (from student database) \*all information should be of reflective of 1<sup>st</sup> semester**

I have read the district's Non-Resident Admission Policy 6.204 and understand and agree to the terms for initial and continued admission.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY	<input type="checkbox"/> APPLICATION APPROVED	APPLICATION DENIED <input type="checkbox"/> GRADES <input type="checkbox"/> ATTENDANCE <input type="checkbox"/> DISCIPLINE <input type="checkbox"/> SPACE AVAILABILITY
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Official Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS OUT-OF-DISTRICT TRANSFER**  
*Application is located on the reverse side of these instructions.*

**INSTRUCTIONS:**

1. Complete the Application for Out-of-District Transfer.
  2. Provide required documentation:
    - Student's 2018-19 end of year report card and transcript (high school students) that includes attendance
    - Student's 2018-19 end of year discipline record (from student database)
  3. Submit completed packet to Central Office at 5020 Second Ave. Millington, TN 38053
  4. Only complete packets will be accepted
  5. You will be notified by mail of status of application upon final decision
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**Criteria for out-of-district transfer as per Board Policy 6.204**

- Available capacity (as defined in Policy 6.204)
  - Student has received passing grades in all core academic subjects (English/Language Arts, Math, Science, Social Studies and, if in high school, is on track to graduate with the student's cohort)
  - Student has not had unexcused absences totaling more than ten (10) days in one academic year
  - Student has not been suspended more than ten (10) total days
  - Student has not had tardies and/or early check outs that are unexcused totaling more than fifteen (15) days for the academic year
  - When approved for an out-of-district transfer, students and/or their parents/guardians must provide transportation to and from the school. However, such students shall not be required to pay tuition.
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**Board Policy 6.204**

The district will not accept out-of-district transfer applications after the last instructional day of semester one. The director of schools shall approve the transfer prior to the student's enrollment in the district. Such transfer may be approved provided that **1)** there is available capacity\*, AND that **2)** during the course of the academic year immediately preceding the requested transfer year, the student has received passing grades in all core academic subjects (English/Language Arts, Math, Science, Social Studies and, if in high school, is on track to graduate with the student's cohort), **3)** has not had unexcused absences totaling more than ten (10) in any one academic year, **4)** has not had tardies and/or early check outs that are unexcused totaling more than fifteen (15) days for the academic year, and **5)** has not been subject to suspension from school for more than ten (10) total days. Subject only to the provisions of an inter-local agreement governing transfer of students, the director shall implement the following priorities in approving the transfers:

1. First priority shall be the children of teachers employed by the district.
2. Second priority shall be students currently enrolled at E. A. Harrold Elementary, Millington Elementary, Millington Middle School, or Millington Central High School, or siblings of such current students. Sibling is defined as a brother, sister, step-brother, step-sister, half-brother, half-sister or foster child who lives in the same household as the student.
3. Third priority shall be students who reside out of district and neither the student nor a sibling is currently enrolled in one of the four schools named above.

\*In determining available capacity, the Director of Schools shall consider the physical space available, program offerings and the staffing level established according to the district's budget and staffing model.