

Germantown Municipal School District

Monitoring: Review: Annually, in August	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date: 08/31/15
		Rescinds:	Issued:

1 The Germantown Municipal School District Board believes in the overall quality for all of its schools.
2 The Board also believes that parents, who are Germantown citizens, may have particular preferences
3 for which school(s) they want their children to be enrolled.

4 The Superintendent shall permit any eligible student in the Germantown Municipal School District to
5 apply for enrollment in any District program or school, provided the student's application meets the
6 requirements of the conditions established in maintaining optimal learning environments for all of its
7 schools.

8 The following definitions shall apply:

9 ***Zoned School***

10 The school to which the student has been assigned prior to any request for transfer.

11 ***Out of zoned School Student***

12 A Germantown Municipal School District student who enrolls (seeks to enroll) in a program or school
13 in another attendance zone within the District.

14 ***Program***

15 Any one of the specific course offerings of this District.

16 ***Program Size***

17 The restrictions on a number of students in a program due to circumstances unique to that specific
18 program, or financial or operating conditions of the District.

19 ***Intra- District Transfer (Open Enrollment) Processes:***

20 • Applications will be made available for interested parties during the second semester of each
21 school year. Dates may vary yearly at a time set by the District Administration. There will be at
22 least a 30-day period between the announcement of Open Enrollment and the closing of the
23 Open Enrollment application period. Applications will be made available on-line and will be
24 available at the District Office. Online computer support will also be available at the District
25 office.

26 • All applications need to be submitted on or before the designated conclusion of Open
27 Enrollment as evident by a postmark if the application is mailed.

- 1 • If there are more applicants than seats available, the seats will be awarded through a lottery
2 format. Applications received after the deadline will be placed on a wait list until the start of
3 the school year.

- 4 • Parents who applied for a transfer will be notified of their child's (ren) transfer status no later
5 than May 21 (negotiable date pending unforeseen variables not foreseen at the time of this
6 draft)

- 7 • Students that live in Germantown and are granted transfers through the open enrollment
8 process have the opportunity to stay at this school until their exit year. Parent or guardian will
9 be notified by June 6th each year of their continued transfer status.

- 10 • Transportation is not provided for any student that is granted an open enrollment transfer.

- 11 • Students who are participating in Open Enrollment (Intra-District Transfers) must maintain
12 acceptable behavior, attendance and academic standing. While it is the intent to allow the
13 student to remain at the school through exit grade, if behavior, attendance or academic standing
14 is not acceptable, the principal has the authority to rescind the transfer at the end of the school
15 year and the student will return to his/her school of zoning for the following year. The
16 Superintendent has the authority to rescind or modify a transfer for reasons other than those
17 listed above.

18 ***Enrollment Priorities:***

- 19 1. GMSD employees' children.
 - 20 2. Students currently enrolled in that school.
 - 21 3. Students whose school changed as a result of re-zoning.
 - 22 4. Students, who have siblings who are attending the non-zoned school based on receiving a
23 transfer, will be given preferential consideration if they wish to attend the same school as their
24 sibling.
- 25 The Superintendent, or his designee, will set procedures that support this policy.