



2023-2024 OUT-OF-DISTRICT TRANSFER APPLICATION

Submission of this application does not imply admission into Millington Municipal Schools (MMSD). Once the student's final 22-23 report card, transcript, attendance and discipline report have been submitted and reviewed by the MMSD school you have requested, a final enrollment decision will be made and you will receive notification via the email address provided below no later than July 15, 2023.

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: _____ Middle: _____ DOB: _____

Legal Parent(s)/Guardian(s) Last Name: _____ First Name: _____

Phone Number: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____ County: _____

School Last Attended Information:

School Last Attended: _____ 2022 - 2023 Grade Level: _____

2023 - 2024 School Zoned to Attend: _____ 2023 - 2024 Grade Level: _____

MMSD School Requested to Attend: _____	Is student currently under suspension? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Check if served by: ☐ Special Education (Please provide copy of IEP) ☐ 504 ☐ ESL

Transportation is not provided for ODT students

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 individuals employed by Millington Municipal Schools.
☐ Priority 2: Students currently enrolled at Millington Primary, Millington Intermediate, or Millington Central Middle/High, or siblings of such current students. A 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(s): _____ Name of MMSD school attending: _____

- ☐ Priority 3: Children of individuals employed by the City of Millington.
☐ Priority 4: Students who reside out of district and who do not meet priorities 1, 2 or 3.

Parent(s)/Guardian(s) must submit the following documents for Out-of-district application review: Completed Application 22-23 current report card which includes attendance 22-23 current discipline report Current transcript (high school students only)

I have read the district's Non-Resident Admission Policy 6.204 (located on reverse) 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 SSID# _____	<input type="checkbox"/> APPLICATION APPROVED WITH SLOT RESERVED	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: _____

Millington Municipal Schools offers educational and employment opportunities without regard to race, color, creed, nation origin, religion, sex, age or disability and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).

INSTRUCTIONS: APPLICATION FOR 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 the following required documentation with application:
 - Student's *final* 2022-2023 report card which includes attendance
 - Student's *final* 2022-2023 discipline record
 - Student's *current* transcript (high school students only)
 - Student's *final* 2022-2023 attendance report if not shown on report card
3. Submit completed **Application** packet to:
MMSD Central Office - 5020 Second Ave. - Millington, TN 38053
4. Upon review of the submitted packet, you will be notified via email of your application status:
Approval or Denial.
5. If approved, annual out-of-district tuition is due by August 1, 2023.

Criteria for Out-of-district transfer as per Board Policy 6.204:

- Available capacity (as defined in Policy 6.204)
- 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.
- Student *has not* had absences totaling more than ten (10) days in one academic year
- Student *has not* had tardies and/or early checkouts that are unexcused totaling more than ten (10) days for the academic year
- Student *has not* been subject to in-school and/or out of school suspensions for more than ten (10) total days
- When approved for an out-of-district transfer, students and/or their parents/guardians must provide transportation to and from the school.

Board Policy 6.204

Out-of-District transfers shall be accepted during an annual enrollment period. All applications received after open enrollment will be considered on a case-by-case basis provided the requested space is available. 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), has not had absences totaling more than ten (10) days in any one academic year, has not had tardies and/or early checkouts that are unexcused totaling more than ten (10) days for the academic year, and has not been subject to in-school or out-of-school suspensions 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 individuals employed by the district.
2. Second priority shall be students currently enrolled at Millington Primary, Millington Intermediate, or Millington Central Middle 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.
3. Third priority shall be the children of individuals employed by the City of Millington.
4. Fourth priority shall be students who reside out of district and neither the student nor a sibling is currently enrolled in one of the three schools named above.

Out of District Tuition

1. Student(s) residing outside of the boundaries of the Millington Municipal Schools system will be charged a yearly non-resident tuition rate of \$500.00 as of 06/01/2023-except the children of full-time employees of Millington Municipal Schools or City of Millington as to offset the cost of funds raised by local matching school funds.
2. Tuition payment is due on or before August 1st of the current school year. When payment is not made by required date of said current school year, the student(s) shall be excluded from attendance.

Any out-of-district transfer student who is admitted to the school system consistent with this policy shall be enrolled until graduation. If, during the course of a school year, such student no longer meets the above-listed criteria for transfer approval, the director of schools/designee may send notice to the parents/guardians that the out-of-district transfer will not be renewed for another school year. Parents shall be informed about status on or before June 15.

When approved for an out-of-district transfer, students and/or their parents/guardians must provide transportation to and from the school.

Failure to provide procedural notice regarding grades, behavior, or attendance (i.e. truancy notices) does not alter the obligation on the part of the student or parent/guardian to meet the criteria listed above. The application form for such transfer will be available at the MMSD Central Office and each school office during normal business hours.

Final Appeals of out of district applications will follow Board Policy 1.404.

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.

Revised 02/06/2023

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