

**Rhea County Schools**  
***In-District Transfer Application***  
**2024-2025**

1. Each year, the Director of Schools/Designee shall review the number of spaces available in each school by grade, class, and program levels. This information will be posted on the district's website along with the dates of the district's open enrollment period. The enrollment period shall last for thirty (30) days and information about the number of seats available shall be posted for at least fourteen (14) days prior to the enrollment period.
2. The Director of Schools/Designee shall reserve a reasonable number of enrollment space at each school to account for enrollment of zoned students, siblings of students, and students who have a parent/guardian employed at the school. ***Enrollment slots will be available on the district website between June 1, 2024 through June 14, 2024.***
3. During the district's open enrollment period each year, a parent/guardian may request that his/her child attend a school within the district other than the one to which the child is currently zoned. ***Applications will be accepted beginning June 15, 2024 and end on July 14, 2024. No applications will be accepted after the July 14, 2024 deadline.***
4. The Director of School/Designee shall review such requests, and if adequate space is available, grant such transfers. The open enrollment process shall be completed before other non-residence transfers are approved.
5. If the number of requests exceeds the number of available spaces, the Director of Schools/Designee shall implement a lottery to fill the available spaces.
6. Once accepted, the student must provide his/her own transportation to and from the school.
7. The student must maintain satisfactory attendance, behavior, and effort to remain in the new school.

**STUDENT INFORMATION**

Student Name \_\_\_\_\_ Male  Female

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Birthdate (optional) \_\_\_\_\_ Grade Next Year \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Zoned School: \_\_\_\_\_ Requested School to Attend: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

I have read and understand the guidelines listed at the top of the page. Furthermore, I understand that failure to comply with these guidelines will result in my child being rejected from inclusion in the In-District Transfer process.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRICT APPROVAL**

APPROVE  DENY  Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_