



Clarksville-Montgomery County School System
Open Enrollment Request Application
2018-2019

Parents and Guardians,

Thank you for your interest in Open Enrollment for elementary & middle school students. Please thoroughly read the CMCSS open enrollment application guidelines to assist you with questions regarding the process and application procedures. This process is only open to residents of Montgomery County. Transportation is not provided by CMCSS.

Please use a separate form for each student. This request is not valid without the signature of the parent/legal guardian. This completed application should be mailed or taken to: CMCSS Central Administration Office, 430 Greenwood Ave., Clarksville, TN 37040, ATTN: Director of Student Services.

Applications for Open Enrollment must be received by February 20, 2018

PLEASE PRINT AND USE A PEN

Student's Name (use legal name only) Last First Middle Male ( ) Female ( )

Sibling is currently enrolled in school you are requesting. No ( ) Yes ( )

Birthdate Grade in Fall of 2018

Racial/Ethnic Group (check one only):

Asian Black Hawaiian/Pacific Island Hispanic White Native American Other

Is student currently expelled or suspended from school? No ( ) Yes ( )

Does the student have a current IEP? No ( ) Yes ( )

If yes, check the service received: Resource CDC Extended Resource Developmentally Delayed Hearing Impaired Speech Other

Does student currently have a 504 plan? No ( ) Yes ( )

Parent/Legal Guardian Information:

Name:

Address: Zip:

Home Phone: Work/Cell Phone:

Email Address:

Name of school student is presently attending (please list zoned school, if different), or if entering Kindergarten, school for which student is zoned. (For schools outside CMCSS, please furnish address and phone number):



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Please complete the back, or page two (if printing copy from web), of application

\*Space for Open Enrollment is limited to only the specific schools and grades listed below. Each grade listed has a limited number of available seats. If more requests are received than available seats, a lottery drawing will be held. Please **CIRCLE** the school and grade of your choice.

**ELEMENTARY SCHOOL YOU ARE REQUESTING:**

BYRNS DARDEN	4 <sup>th</sup>			
CARMEL	1 <sup>st</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
CUMBERLAND HEIGHTS	4 <sup>th</sup>	5 <sup>th</sup>		
EAST MONTGOMERY	3 <sup>rd</sup>			
KENWOOD ELEMENTARY	1 <sup>st</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
MONTGOMERY CENTRAL	K	2 <sup>nd</sup>	4 <sup>th</sup>	
*MOORE MAGNET	K	1 <sup>st</sup>	4 <sup>th</sup>	5 <sup>th</sup>
RINGGOLD	3 <sup>rd</sup>			
ST.BETHLEHEM	K			

\*Must meet entrance requirements, which can be obtained at Moore Magnet School and the website.

**MIDDLE SCHOOL YOU ARE REQUESTING:**

KENWOOD MIDDLE	7 <sup>th</sup>	8 <sup>th</sup>
NEW PROVIDENCE MIDDLE	6 <sup>th</sup>	7 <sup>th</sup>
RICHVIEW MIDDLE	6 <sup>th</sup>	

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

\_\_\_\_\_  
DATE



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*Failure to provide accurate and complete information by February 20, 2018 may result in denial of request.*

**Open Enrollment Guidelines**

**I. CMCSS OPEN ENROLLMENT POLICY**

A. CMCSS Open Enrollment Policy

The Clarksville-Montgomery County School System (CMCSS) believes in meeting the needs of students with a focus on student achievement. The Clarksville-Montgomery County School System also believes parent involvement and being a partner in student achievement is critical to a student's success. The Clarksville-Montgomery County School System has developed a limited open enrollment policy for students who wish to attend a school or program outside the area for which they are zoned.

B. Attendance Zone Exceptions

Attendance zone exceptions shall be limited by space including program space availability in the receiving school. Ethnicity, gender, grade level balances will be considered. School and program capacity will be utilized to determine if space is available for additional students.

C. Program Capacity

One or more of the following factors determine program capacity: program enrollment, classroom availability, other programs housed within the school facility, and demographic considerations. The Director of Schools will designate a central administrator to determine the school/program capacity on an annual basis.

D. Transportation

CMCSS will not be able to provide transportation to a school outside the regular attendance zone.

E. Extracurricular Activity Involvement

Students approved to attend a school outside of their attendance zone shall have the same curricular and extracurricular status (review varsity sports participation) as other students attending the school. **Varsity Sport Participation** – Students who plan to or have participated in athletics in the zoned or non-zoned school should review the TSSAA rules regarding transfers ([www.tssaa.org](http://www.tssaa.org)). Certain transfers will lead to a student being ineligible to play at the varsity level.

F. Student Conduct

A student's behavior will be considered when determining a student's enrollment in a school outside their attendance zone. CMCSS also reserves the right to remove a student at any time from the school in which they are enrolled outside of their attendance zone because of unacceptable behavior.

G. Time Commitment

The parent or legal guardian must make a commitment that the student will attend the non-zoned school for the complete school year and obey all school policies, regulations, and procedures.

H. Preventing or Recruiting Open Enrollment Students

CMCSS will take no action to prohibit or prevent application by its students to attend a non-zoned school within the school district. CMCSS employees shall not recruit students outside of their school zone.



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### II. APPLICATION SUBMITTAL PROCESS

If you are interested in having your child attend one of the schools listed for open enrollment outside your zoned area, applications are available at any elementary or middle school in CMCSS, on the web site (cmcoss.net) and at the Central Administration Office. **Applications will be accepted from January 15, 2018, through February 20, 2018. The applications must be submitted to the CMCSS Director of Student Services located at 430 Greenwood Ave. Clarksville, TN 37040. Transportation to the school outside your child's zoned area will not be provided by CMCSS. This process is only open to residents of Montgomery County.**

Eligible applicants at each grade level will be placed at their requested non-zoned school provided the school has available capacity. If there are more applicants than the school capacity availability, applicants will be selected by a lottery drawing.

### III. APPROVAL PROCESS

Applications will be considered based on the factors stated in the CMCSS Board Attendance Zone Exceptions and Program Capacity policy.

Students who were accepted on open enrollment the previous year do not need to apply again. Siblings will be given preference for enrolling in the non-zoned school where their brother or sister is attending, provided there is program capacity.

The CMCSS Director of Student Services will adhere to the timeline as stated below to ensure the approval process is completed within the designated time frame.

1. Director's Designee determines school program capacity – December 2017.
2. Applications submitted – January 15, 2018 – February 20, 2018.
3. CMCSS Director of Student Services reviews applications for accuracy – January – February 2018.
4. Committee reviews applications – February 2018.
5. Decision to approve or deny applications – February 2018.
6. Confirmation of parent and student commitment to enrollment in non-zoned school – March 2018.

**NOTE:** The District reserves the right to remove or refuse a student enrollment due to false or misleading information on the application.

**\*Open Enrollment may be revoked due to excessive tardiness, absenteeism or misconduct.**