

# Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: <b>Open Enrollment</b>	Descriptor Code: 4.213	Issued Date: 11/11/21
		Rescinded:	Revised:

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2 Before the start of each school year, Hamilton County Schools shall identify each school that, based on  
3 the school's capacities at the building, grade, class, and program levels, has space available to enroll  
4 and serve additional students.

5 Hamilton County Schools will post the number of spaces available for enrollment in each school by  
6 grade, class, and program levels on its website at least 14 days before the beginning of the open  
7 enrollment period. This post shall not include the spaces reserved for the reasons specified  
8 immediately below.

9 Hamilton County Schools may reserve a reasonable number of enrollment spaces each school year  
10 from the number of spaces, if any, determined by Hamilton County Schools to be available for  
11 enrollment for purposes of this section, to accommodate the potential enrollment of students who may  
12 relocate within the respective school zone, students who may have a sibling enrolled at the respective  
13 school, and students who may have a parent who teaches at the respective school.

14 Before the start of each school year, Hamilton County Schools-will conduct an open enrollment period  
15 of at least 30 days during which a parent/guardian of a student residing within Hamilton County may  
16 apply for enrollment of the parent's/guardian's student in a school that the student is not zoned to  
17 attend. During the open enrollment period, a parent or guardian may submit an application for transfer  
18 to a school that has space available to enroll and serve additional students.

19 At the end of the open enrollment period, Hamilton County Schools shall approve an application for  
20 transfer if space is available for the student at the requested school. If the number of applications for  
21 transfer to a school exceeds the number of spaces available for enrollment in the school at the building,  
22 grade, class, or program level, as identified by Hamilton County Schools, then Hamilton County  
23 Schools will conduct a lottery to select the students who may transfer to the school.

24 If Hamilton County Schools grants a transfer to a student, then the parent or guardian of the student is  
25 responsible for transportation to the new school. The student must maintain satisfactory attendance,  
26 behavior, and effort to remain in the new school.

27 Hamilton County Schools shall not deny a student who is zoned to attend or who was enrolled in a  
28 school during the previous school year enrollment and attendance in the school.

29 Hamilton County Schools shall not admit a nonresident student seeking to transfer into the district  
30 from outside the district under this policy before all applications for transfer as outlined above have  
31 been acted upon.

32 Notwithstanding the above, Hamilton County Schools may enroll an in-district teacher's nonresident  
33 student before all applications for transfer as outlined above have been acted upon.

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1 This policy is applicable beginning with the 2022-23 school year.  
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42 Legal References:

- 43 1. TCA § 49-2-128
- 44 2. TCA § 49-6-3104
- 45 3. TCA § 49-6-3105
- 46 4. TCA§ 49-6-3113
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Cross References: