



**Clarksville-Montgomery County School System  
Open Enrollment Request Application  
2010-2011**

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.

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, 621 Gracey Avenue, Clarksville, TN 37040, ATTN: Director of Student Services.

**Applications for Open Enrollment must be received by February 12, 2010.**

PLEASE TYPE OR PRINT USING A PEN

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

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

Birthdate \_\_\_\_\_ Social Security No. \_\_\_\_\_ Grade in Fall of 2010 \_\_\_\_\_

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): \_\_\_\_\_  
\_\_\_\_\_

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



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**\*Space for Open Enrollment is limited to only the specific schools and grades listed below. Please mark the school of your choice.**

ELEMENTARY SCHOOL you are requesting:

- |   |   |
|---|---|
| _____ <u>Barkers Mill</u> - Grade 5     | _____ <u>Montgomery Central</u> – Grades K, 2, 3, 4 |
| _____ <u>Barksdale</u> - Grade 1        | _____ <u>Moore Magnet</u> – Grade K                 |
| _____ <u>Byrns Darden</u> – Grades 3, 5 | _____ <u>Norman Smith</u> – Grade 3                 |
| _____ <u>East Montgomery</u> - Grade 4  | _____ <u>Northeast</u> – Grade 5                    |
| _____ <u>Glenellen</u> - Grade K        | _____ <u>Ringgold</u> – Grade 1                     |
| _____ <u>Hazelwood</u> - Grade 2        | _____ <u>Rossvie</u> – Grade 4                      |
| _____ <u>Kenwood</u> - Grade 4          | _____ <u>St. Bethlehem</u> – Grades K, 1, 2, 3      |
| _____ <u>Liberty</u> – Grade 3          | _____ <u>Woodlawn</u> – Grade 4                     |

MIDDLE SCHOOL:

- \_\_\_\_\_ Kenwood Middle – Grades 6, 7, 8

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

\_\_\_\_\_  
**Date**

***Failure to provide accurate and complete information by February 12, 2010, may result in denial of request.***

## Clarksville-Montgomery County School System Open Enrollment Request Application 2010-2011

### 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 high 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.

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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.

**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 school in the CMCSS, on the Web site (cmcss.net), and at the Central Administration Office. **Applications will be accepted from January 12, 2010, through February 12, 2010. The applications must be submitted to the CMCSS Director of Student Services located at 621 Gracey Avenue, Clarksville, TN 37040. (Transportation to the school outside your child's zoned area will not be provided by CMCSS.)**

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 attended a non-zoned school the previous year will be given preference for enrolling the following year, providing there is program capacity. Siblings will be given preference for enrolling in the non-zoned school where their brother or sister is attending.

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

1. Application submitted -- January 12, 2010 - February 12, 2010.
2. Director's Designee determines school program capacity -- December 2009.
3. CMCSS Director of Student Services reviews applications for accuracy -- January -- February 2010.
4. Committee reviews applications -- February 2010.
5. Decision to approve or deny applications -- February 2010.
6. Confirmation of parent and student commitment to enrollment in non-zoned school -- March 2010.

**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.