

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>		
<b>OUT OF DISTRICT ENROLLMENT</b>		<b>6207</b>
<b>ADOPTED:</b>	<b>REVISED:</b>	<b>MONITORING: Review: Annually</b>

Pursuant to T.C.A. § 49-13-113(c)(1), the Tennessee Public Charter School Commission (“Commission”) may adopt an out-of-district enrollment policy for public charter schools within its jurisdiction seeking to “enroll students residing outside of the geographic boundaries of the LEA in which the public charter school is located if capacity is available after all eligible in-district students have been enrolled.”

**Purpose.** This policy is applicable to any authorized public charter school of the Commission who has provided proper notice to the Commission and entered into a memorandum of understanding (“MOU”) with the Commission related to enrollment, lottery, and funding.

Any authorized charter school that seeks to enroll students residing outside of the boundaries of the geographic LEA shall submit an amount equal to the per pupil costs for each individual student enrolled at an authorized charter school, as calculated by State Board Rule 0520-14-01-.03, and without consideration of the amount collected from the parent and/or guardian of the individual student. It remains the responsibility of the authorized charter school to collect any tuition from the parent and/or guardian for each individual student residing outside of the boundaries of the geographic LEA.

Any authorized charter school seeking to enroll students residing outside of the boundaries of the geographic LEA shall provide proper notice to the Commission by April 1 for the 2024-2025 school year. Beginning school year 2025-2026, any authorized charter school seeking to enroll students residing outside of the boundaries of the geographic LEA shall provide proper notice to the Commission by October 1 for the upcoming school year. Proper notice shall include a point of contact, including name, title, phone number and email address, responsible for communication with the Commission surrounding out-of-district enrollment.

Upon notification, the authorized charter school shall enter into an MOU with the Commission, which will specify terms of agreement, including but not limited to:

- A lottery and enrollment procedure that reflects how the school will admit all eligible geographically zoned students prior to the acceptance of out-of-district students;
- How the authorized charter school will verify the address of out-of-district students enrolling for the upcoming school year;
- How the authorized charter school will verify geographic district of out-of-district students;
- How the authorized charter school will maintain records of enrollment and attendance of out-of-district students;
- How the authorized charter school will collect tuition, if necessary, from parents/guardians; and

- If tuition is required, the authorized charter school shall be responsible for payment of the tuition to the geographic district of the charter school should tuition not be received from the parent/guardian of the students.

**Failure to Comply.** In the event a Commission authorized charter school fails to remit payment to the geographic LEA upon reasonable request, the Commission retains the right to withhold the appropriate amounts owed to the geographic LEA from the state and local funds owed to the Commission school to submit payment to the geographic LEA for the out-of-district students enrolling, plus an administrative fee as outlined in the charter school's MOU with the Commission.

Failure to adhere to this policy and the terms of the MOU will be reflected in the applicable indicators of the authorized charter school's School Performance Framework. Additionally, failure to adhere to this policy and the terms of the MOU will result in the authorized public charter school being prohibited from engaging in out of district enrollment.

---

Cross Reference: Commission Out of District Enrollment Procedures