



# SCHOOL TRANSFER GUIDE

## For Knox Prep Families

### WHAT'S IN THIS GUIDE

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### PRIORITY TRANSFER APPLICATION WINDOW DEADLINE

Tuesday, February 17, 2026 at 4:00 PM

# 1. OVERVIEW — THE TWO APPLICATION WINDOWS

Knox County Schools has two periods each year when you can apply for a transfer. As a Knox Prep family, you should use the **Priority Window** — it gives you the best chance of getting your preferred school.

PRIORITY WINDOW	FINAL WINDOW
<b>Best time to apply</b> Open: October 1, 2025 <b>Closes: February 17, 2026 @ 4pm</b> Decisions: April 6, 2026	<b>Only if you missed Priority</b> Open: April 1, 2026 Closes: June 1, 2026 Decisions: July 2026

## What Is a Transfer?

A **transfer** is a request for your child to attend a Knox County school other than your **zoned school** (the school assigned based on your home address). Transfers are not guaranteed — they depend on available space at the school you request.

## What Happens If You Don't Apply?

IMPORTANT


If you do not submit a transfer application — or if your transfer is denied — your scholar must attend your zoned school at the start of next school year.

## 2. BEFORE YOU APPLY — UNDERSTANDING YOUR OPTIONS

### Option A: Attend Your Zoned School

Every Knox County address is assigned to a specific school. This is your "base school" or "zoned school."

- Guaranteed enrollment — no application needed
- Transportation provided (bus service)
- Your scholar will attend with neighborhood students

 **Find your zoned school:** [kgis.org/portal/OnlineTools/SchoolZoneSearch.aspx](https://kgis.org/portal/OnlineTools/SchoolZoneSearch.aspx)

### Option B: Apply for a Transfer

You can request to attend a different Knox County school. Approval depends on space availability.

- You choose the school (can list multiple preferences)
- If approved, valid through 8th grade for middle school
- No transportation provided by Knox County Schools — you must arrange daily transportation

### How Transfer Decisions Are Made

All applications are processed **after** the window closes. Knox County uses a lottery system with priority categories. Applications are processed in this order:

#	Priority Category
1	Children of teachers at that school (per Tennessee law)
2	Children of Knox County Schools contract employees
3	Magnet school applicants or students continuing in a magnet feeder pattern
4	Students continuing in the Project GRAD program
5	Students needing a full 2-4 year academic program not available at their zoned school (not single classes)
6	Students with a sibling currently enrolled at the requested school (same household, sibling will still be there next year)
7	<b>General transfer requests</b>
8	Out-of-district students (processed last, after all Knox County students)

*Within each priority group, applications are assigned lottery numbers and processed in that order until seats are filled.*

### Important Considerations Before You Apply

**No Bus Service For Transfer Students:** Knox County Schools does NOT provide transportation for students who transfer. You will be responsible for getting your scholar to and from school every day — including arranging backup transportation. Only your zoned school provides bus service.

**Student Athletes — TSSAA Eligibility:** Students who transfer may become **ineligible to participate in TSSAA-governed sports for up to one year**. If your scholar plays sports, contact the athletic director at the school you're considering **before** you apply.

**Special Circumstances — Administrative Placement:** If your student has concerns related to **safety, well-being, or access to a specific academic program**, you may request administrative placement outside the normal lottery process.

Submit your request in writing (explain the circumstances) to:

**Justin Grubb, Enrollment Administrator**

Email: [transfers@knoxschools.org](mailto:transfers@knoxschools.org)

Phone: (865) 594-1502

Can also submit by U.S. Mail or hand delivery to Knox County Schools central office

### 3. HOW TO APPLY — STEP-BY-STEP INSTRUCTIONS

#### Deadline

Submit your application by **Tuesday, February 17, 2026 at 4:00 PM** for the Priority Window.

#### Three Ways to Apply

Online (Recommended)	<a href="https://transapp.knoxschools.org">transapp.knoxschools.org</a>
Paper Form	Download Form AD-102 from Knox County Schools website, or pick up a paper form at any school

#### What You'll Need

- Your scholar's full legal name
- Your scholar's date of birth
- Current school name: Knoxville Preparatory School
- Grade for 2026-27 school year (7th or 8th)
- Your home address
- Your phone number and email address
- The name(s) of the school(s) you want to apply to (you can list multiple)

#### Step-by-Step: Online Application

1. Go to [transapp.knoxschools.org](https://transapp.knoxschools.org)
2. Select "Transfer Request" (not new student enrollment)
3. Enter your scholar's information (name, birth date, current school, grade)
4. Select the school(s) you want — list them in order of preference
5. Enter your contact information (address, phone, email)
6. Review everything carefully — make sure your mailing address is correct!
7. Submit the application
8. **Save or screenshot your confirmation number**

#### TIP: APPLY TO MULTIPLE SCHOOLS

You can list more than one school in order of preference. This increases your chances of getting a placement. If your first choice is full, you may still get your second or third choice.

## 4. AFTER YOU SUBMIT — WHAT HAPPENS NEXT

### What's Happening Behind the Scenes

Knox County Schools does not process applications as they come in. All applications submitted during the Priority Window are collected and processed together after the window closes on February 17th.

- Your application is verified (student information, address, etc.)
- Your application is assigned an electronic lottery number
- Applications are sorted by priority category (see Section 2)
- Within each priority category, applications are processed in lottery number order
- Seats are assigned until each school is full

### When Will You Find Out?

April 6, 2026

Parent notifications are sent — you'll learn if you're approved, waitlisted, or denied

### How Will You Find Out?



#### NOTIFICATION BY MAIL

Official notification of your transfer decision will be sent by U.S. Mail to the address you provided on your application. Notification will be sent no later than 6 weeks after the window closes. Make sure your mailing address is correct!

## 5. WHEN YOU FIND OUT — APPROVED, WAITLISTED, OR DENIED

Around April 6, 2026, you will receive a letter with one of three outcomes:

### If Your Transfer Is **APPROVED**

Congratulations! Your scholar has been accepted to transfer. Here's what you need to do:

#### **REQUIRED: Accept or Decline by April 17, 2026**

You must formally accept or decline the transfer by this date. If you don't respond, you may lose your spot.

#### **Next Steps After Accepting:**

- A parent or guardian must go to the new school in person to complete enrollment and registration
- Bring required documents (the school will tell you what's needed)
- Your scholar must maintain appropriate academic performance, attendance, and behavior

#### **Important Details:**

- The transfer is valid through 8th grade (for middle school) — you don't reapply each year
- Transportation is NOT provided — you are responsible for daily transportation
- If your scholar does not maintain good grades, attendance, and behavior, the transfer can be revoked

### If You Are **WAITLISTED**

The school you requested is currently full, but you are on a waiting list. If a spot opens, you may be offered a transfer.

- The waitlist remains active until August 1, 2026
- You will be notified by mail if a spot becomes available
- You should also apply during the Final Window (April 1 - June 1) as a backup
- If nothing opens, your scholar will attend your zoned school

### If Your Transfer Is **DENIED**

Your transfer was not approved, usually because the school is full. You have options:

#### **Option 1: Appeal the Decision**

You can submit an appeal in writing by April 24, 2026. See Section 6 for details.

#### **Option 2: Apply During the Final Window**

Apply to different schools during the Final Window (April 1 - June 1, 2026). See Section 7.

#### **Option 3: Attend Your Zoned School**

Your scholar will attend your zoned school at the start of the school year. This is guaranteed — no application needed.

## 6. IF YOU WANT TO APPEAL

If your transfer was denied, you have the right to appeal. Appeals must be submitted in writing.

### Appeal Deadline

Submit your appeal by **April 24, 2026**

### How to Appeal

Write a letter explaining why you believe the decision should be reconsidered. Submit it to the Supervisor of Enrollment at Knox County Schools.

### Appeals Process

Appeals are reviewed in this order:

Step	Reviewed By	Timing
1	Supervisor of Enrollment	First review
2	Appeals Committee	June
3	Director of Schools (Superintendent)	July
4	Knox County Board of Education	August

**Note:** Magnet school placements and denials based on "courses not offered at base school" cannot be appealed.



## 7. THE FINAL WINDOW (APRIL 1st - JUNE 1st)

### Who Should Use the Final Window?

- Families who missed the Priority Window deadline (February 17th)
- Families whose Priority Window transfer was denied
- Families who were waitlisted and want to try other schools

### Final Window Timeline

Date	What Happens
April 1, 2026	Final Window opens — you can submit applications
<b>June 1, 2026</b>	<b>Final Window closes</b>
July 2026	Parent notifications sent for Final Window applications
August 1, 2026	Transfer waitlist closes — final placements complete

**IMPORTANT: FEWER SEATS AVAILABLE**

The Final Window has fewer available seats because Priority Window applicants have already been placed. Apply to the Priority Window if possible.

### Summer Transfers — Special Circumstances

Only families with a **change in residence, change in family status, or who are moving into Knox County** after the application period may apply during the summer transfer window. Contact the Transfers/Enrollment Office for more information: (865) 594-1502.

## 8. QUICK REFERENCE — ALL DATES, LINKS & CONTACTS

### Complete Timeline

Date	What Happens
Oct 1, 2025	Priority Window opens
<b>Feb 17, 2026 @ 4pm</b>	<b>PRIORITY WINDOW CLOSES</b>
April 1, 2026	Final Window opens
<b>April 6, 2026</b>	<b>Priority Window notifications sent (approved/waitlisted/denied)</b>
<b>April 17, 2026</b>	<b>Deadline to ACCEPT or DECLINE approved transfer</b>
April 24, 2026	Deadline to submit appeals (in writing)
June 1, 2026	Final Window closes
June 2026	Appeals Committee reviews appeals
July 2026	Final Window notifications sent; Superintendent reviews remaining appeals
August 1, 2026	Waitlist closes — final placements made
August 2026	Board of Education reviews final appeals; School year begins

### Important Links

Transfer Application	<a href="https://transapp.knoxschools.org">transapp.knoxschools.org</a>
Find Your Zoned School	<a href="https://kgis.org/portal/OnlineTools/SchoolZoneSearch.aspx">kgis.org/portal/OnlineTools/SchoolZoneSearch.aspx</a>
Board Policy J-152	Search "J-152" at <a href="https://knoxschools.org">knoxschools.org</a>

### Key Contacts

#### Knox County Schools

Transfers/Enrollment Office

Justin Grubb, Enrollment Administrator

**(865) 594-1502**

[transfers@knoxschools.org](mailto:transfers@knoxschools.org)