



**REQUEST FOR EMERGENCY HARDSHIP TRANSFER**  
2023-2024 School Year

**PLEASE PRINT**

Student Identification Number (required) \_\_\_\_\_ Grade in 2023-2024 \_\_\_\_\_

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_ Birthdate \_\_\_\_\_

Address of Parent or Legal Guardian – Number and Street (No P.O. Box) \_\_\_\_\_ Apartment # \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Mailing Address of Parent or Legal Guardian – Number and Street – if different from above \_\_\_\_\_ Apartment # \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Is your child currently enrolled in Metro Schools? Yes  No   
Is your child currently receiving special education services? Yes  No

**Guidelines for Emergency/Hardship Transfer Requests**

If you are seeking a transfer due to an emergency that has arisen and/or for an unforeseen extraordinary circumstance that has occurred; thus, which may require a student to transfer schools, please complete this form. If you are new to the district and are looking to apply for an optional school, you may apply online on the [School Options web section](#) or at our MNPS Family Information Center.

If you do not have housing, please contact the MNPS homeless liaison office at 615-259-8729 to inquire more about the McKinney-Vento Homeless Act.

The guidelines below describe some of the situations in which an emergency/hardship transfer request may be considered:

- To be considered for approval, the request must be due to an extraordinary, unforeseen event, or situation which occurred between July 10, 2023 – May 23, 2024. **An extraordinary or unforeseen event/situation is defined as an event or situation that is totally unexpected and sudden, requiring a significant change in the daily life of a family.**
- The parent requesting such a transfer must **provide documentation** which verifies the extraordinary or unforeseen event or circumstance.
- Some situations which could qualify for an emergency/hardship transfer may include, but are not limited to, the following:
  - A valid and documented threat to the safety of the student which requires safety measures be taken that could include a transfer of schools. The parent/guardian is responsible for submitting documentation of the existing threat. Such documentation could include a court order, restraining order, police report, and documentation from MNPS staff of threats or threatening situations while at school, etc.
  - A sudden change of legal custody or a recently received valid power of attorney which has created a verifiable hardship.
  - A documented medical condition affecting the student which is verified by the physician who is treating the student.
  - A documented psychological condition affecting the student which is verified by the mental health professional/physician who is treating the student.
  - Documentation of a student's medical or mental health condition should answer two questions:
    - What is the nature of the student's medical/psychological condition?
    - How will attending the requested school improve or provide assistance to the student's medical/psychological condition?

Examples of situations which are NOT likely to be approved are:

- Situations which existed prior to or during the previous choice opportunities.
- Situations involving convenience instead of emergencies.
- Babysitting/childcare situations unless accompanied by an extraordinary circumstance or unforeseen event or documentation that your child's current school is not able to provide the before or after care needed due to being at capacity.

**Both sides of this form must be completed. An incomplete form will not be processed.**

Please indicate the name of your current school and the name of your requested school below.

\_\_\_\_\_
Current School Name

\_\_\_\_\_
Requested School Name

Explain your emergency hardship situation AND attach supporting documentation of your emergency. You may explain your emergency below or attach a letter. Please read the emergency hardship guidelines on the front of this form before requesting this transfer.

Multiple horizontal lines provided for writing the emergency hardship explanation.

Parent/Legal Guardian Signature

I as the parent/ guardian acknowledge that I will be responsible for transportation to the requested school if approved. I certify that all information provided is true and correct to the best of my knowledge and belief.

Signature of Parent/Legal Guardian

Date

A request does not guarantee a transfer. Please allow up to five business days for a decision. Please note that missed instructional time during the review process of your request will count as absenteeism. Return this form and supporting documentation in person, or place it in the U.S. mail with Return Receipt Requested to:

Metropolitan Nashville Public Schools
Family Information Center
Attn: Office of School Options
2601 Bransford Avenue
Nashville, TN 37204

To request an accommodation, please contact your building principal or department head. (Interpreters for the deaf or hard of hearing must be requested forty- eight [48] hours prior to the event.) Questions or concerns may be referred to the Metropolitan Nashville Public Schools Family Information Center, 615/259-4636. Metropolitan Nashville-Davidson County Public Schools does not discriminate on the basis of age, race, sex, color, national origin, or disability in its hiring or employment practices or in admission to, access to, or operation of its programs, services or activities.