



## General Choice Transfer FAQs

**What is a General Choice Transfer?** All students have an assigned school based on the address of the parent or legal guardian. The General Choice Transfer process allows parents to choose a different school that best fits their child's educational needs if space is available in the chosen school and the school does not have admission criteria.

**Do all schools accept General Choice Transfers?** Every school that 1) has space and 2) does not have certain eligibility criteria is available for General Choice transfer requests.

**When will transfer requests be processed?** Parents who 1) complete ALL registration and enrollment requirements for the upcoming school year (2023-24) and 2) apply during the priority application period (**February 6, 2023 - February 24, 2023**) will be notified of their child's status prior to the end of the 2022-23 school year.

**How do I apply for a General Choice Transfer?** The General Choice transfer process is completely online to afford the most opportunities for students and families in Memphis-Shelby County. No paper applications are printed or accepted. Parents can easily apply and submit an application from any personal computer with internet access or smartphone/tablet that supports online forms. The online application portal will be accessible from the Memphis-Shelby County Schools website, [www.scsk12.org](http://www.scsk12.org), beginning at 10 a.m. on **Monday, February 6, 2023**.

Parents can simply complete the application online using a valid email address. Current MSCS students must use their PowerSchool ID to apply. Non-MSCS students are encouraged to use a social security number. Parents will receive an email notification of submission and the status of their online application.

**How do I participate in the process if I do not have a computer with internet access?**

For parents without a computer or personal internet access, please consider visiting a Memphis Public Library location during regular business hours. For additional support, please call (901) 416-6007.

**What if I need access to a computer or help using the online application after February 6?** Parents who need access to a computer after **February 6** may also consider visiting the Parent Welcome Center during regular business hours. For all other matters, please call (901) 416-6007.

**If my child is already attending a school on a transfer, do I have to apply again?** In most cases, no. Your child's transfer may be automatically renewed, allowing him or her to continue at the same school (if the student's upcoming grade is provided at the school). However, if your child has experienced academic, behavior and/or attendance problems, the school principal may want to meet with you to discuss other options for the upcoming school year. When applying to a different school, you will need to submit a new application. In order for an Optional transfer to be renewed, the student must continue to meet the requirements of his or her Optional program. For more information about Optional Schools applications and renewals, please visit [www.scsk12.org/optional](http://www.scsk12.org/optional).

**What is the order in which applications are processed?** General Choice Transfer requests are considered based on the order that they are received within priority categories. Applications will be electronically stamped with a date and time as they are submitted online. The School Admissions policy (#6002) outlines priority considerations for all new General Choice Transfer requests.

**Can someone get the space I applied for even if I turn in my application before he or she does?** Yes. This can happen if another child meets the criteria for one of the priority categories listed in the policy and your child does not.

**If my child receives a General Choice Transfer, is transportation provided?** No. If a Choice transfer is approved, transportation must be provided by the parent/legal guardian. Students are expected to arrive to school on time and be picked up at the end of the day on time; transfers may be revoked if tardiness or late pick-ups become an issue.

**What if I apply and change my mind regarding the schools I have requested?** Once your application has been submitted, no changes can be made. Please carefully study the information regarding this process and instructions provided within the online application to ensure everything you have entered is correct prior to submitting your application.

**How does this application process relate to the Optional Schools programs?** The application process for Optional Schools is separate from General Choice transfers. You may apply for a General Choice transfer in addition to your application for an Optional school. If you want your child to participate in an Optional or IB program, you must submit an Optional Schools application. For more information about Optional Schools applications, please visit [www.scsk12.org/optional](http://www.scsk12.org/optional).