



METRO  
NASHVILLE  
PUBLIC  
SCHOOLS

# TRANSCRIPT REVIEW FORM

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All 11th and 12th grade applicants must take a complete copy of their high school transcript, a copy of their Fall 2023 semester report card and a copy of the Optional Schools Application to the principal of the high school to which the transfer is being requested. Upon completion of the review, the principal will attach this form to the student's Optional School Application.

This form must be completed before submitting a completed application to the MNPS Office of School Options. **Submit the completed application by mail or in person to the Family Information Center, Attn: School Options, 2601 Bransford Ave., Nashville, TN 37204.**

Applications for 11th and 12th grade may be submitted to the principal beginning January 22, 2024. Should your child's application be denied you may submit this form and the completed application for an appeal review to the MNPS designated executive director.

*Please print:*

Student ID: \_\_\_\_\_

Student/Applicant Name (First, Middle, Last): \_\_\_\_\_

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

Grade Requested for 2024-2025: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*To be completed by the principal:*

Per the review of your child's transcript and application, it has been determined that your child will be an on-time graduate and can meet the state's focus pathway requirements.

Yes, this student is eligible for transfer to: \_\_\_\_\_

No, this student is not eligible because the student will not meet state graduation requirements if allowed to transfer as an 11th or 12th grade student to my school. Below is the detailed explanation of what is lacking in meeting the on-time graduation requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*Appeal decision of designated executive director:*

Approved to transfer to the requested school choice.

Denied transfer to the requested choice school.

Decision comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designated Executive Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_