

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB
(REGULATION)

TRANSFERS
PROMPTED BY
STUDENTS WHO
ARE VICTIMS OF
BULLYING

At the request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the appropriate designated Executive Director and campus principal shall transfer the victim to:

1. Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
2. A campus in the District other than the campus to which the victim was assigned at the time the bullying occurred.

TRANSFERS
PROMPTED BY
STUDENTS WHO
ENGAGE IN
BULLYING

The Board is the only authority who may transfer the student who engaged in bullying, in accordance with Board policy FDB(LEGAL).

INTRADISTRICT
TRANSFER
REQUESTS

Students may be granted a transfer request from one school attendance area to an assigned campus under specific circumstances. Applications for the upcoming school year will be accepted beginning April 1. The deadline for applications for the upcoming school year is May 15. Applications for the spring semester will be accepted beginning November 1. The deadline for applications for the spring semester is December 1.

Transfer applications must be submitted within the timeframe designated, be accompanied with any required documentation, and be in compliance with the guidelines.

OPEN / CLOSED
CAMPUSES FOR
TRANSFERS

The Superintendent or designee shall determine annually which campuses are open or closed for transfers. In making this determination, the Superintendent or designee may consider available space, instructional staff, and all relevant factors impacting the learning environment. If a previously open campus is closed to transfers, students submitting a renewal application shall be allowed to continue at the current campus under the provisions allowed by this policy.

CHANGE OF
RESIDENCE

Students whose legal residence changes from one attendance zone to another attendance zone within the District once the school year has begun may apply for an intradistrict transfer as appropriate with the following exception.

HIGH SCHOOL
STUDENTS

An eligible high school student whose legal residence changes from one attendance zone to another may choose one of the following options:

1. Enroll at the school serving the attendance zone to which he or she has moved;
2. Apply for a transfer to remain at his or her current school until the end of the current school year; or
3. Apply for a transfer to request a one-time option to finish high school in the attendance zone from which he or she has moved. The one-time option does not apply when District attendance zones are redrawn.

ELEMENTARY
AND MIDDLE
SCHOOL
STUDENTS

All eligible elementary and middle school students whose legal residence changes from one attendance zone to another attendance zone within the District once the school year has begun may remain at their current school until the end of the current school year. Parents are required to complete a transfer application in order to gain approval to remain until the end of the current school year.

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TEMPORARY
TRANSFER

A change of residence that is pending as a result of the acquisition of another home may be considered as a basis for "temporary transfer" to the school that serves the area of the future legal residence. A transfer request under this provision shall be limited to a time interval of five months before the official change of residence. Application for a temporary transfer must be accompanied by documentation of the contract with the builder or seller and documentation of loan approval. If a home is not completed within the designated time period, a written extension must be submitted to the appropriate designated Executive Director for consideration.

CHILDREN OF
EMPLOYEES
OR CHILDREN OF
EMPLOYEES
OF DISTRICT
CONTRACTED
SERVICES FOR
CUSTODIAL, FOOD,
OR
TRANSPORTATION

A resident District employee may request a transfer for his or her child(ren) to attend the school closest to the employee's worksite. For the purpose of this policy, resident employees of vendors providing contracted custodial, food, or transportation services are considered District employees, but substitutes and temporary workers are not considered District employees. The determination of the closest school shall be made by the appropriate designated Executive Director.

The determination of the closest school to the employee's worksite shall be made by the appropriate Executive Director. If the closest school is closed to transfers and there is not adequate space or instructional staff to accommodate the request, the child may be assigned to the open campus closest to the employee's worksite.

If the parent's employment is terminated or the parent is reassigned mid-year, the child will be allowed to complete the current school year at the campus. The parent may request a one-time option to leave his or her child(ren) at the current campus for the remainder of years on that campus.

OPENING OF NEW
HIGH SCHOOLS

New high school facilities in NISD will open with students in grades 9 and 10 to serve students in the attendance boundary that has been established and approved by the Board. A tenth grade student who has not earned enough credits to be classified as a junior will be retained at the school he/she currently attends.

OTHER TRANSFERS

A request may be made for an intradistrict transfer to allow a sibling to attend the same school that another sibling currently attends except in the case of centrally located District programs. Parents may request a one-time option to allow siblings to complete their education at the same campus. This request may not be made in the case of rezoning.

A request may be made for a transfer to allow a sibling to attend the same school that another sibling is attending who has been assigned to a campus for the purposes of receiving special education services. A student residing in the same household as the transferred student in special education will be eligible for a transfer if the appropriate grade level for the sibling is offered at that campus.

A student with a serious medical condition, documented by a physician, may apply for a transfer if the student's identified needs cannot be met at the home campus. A student with a serious mental or psychological condition, documented by a psychiatrist with a medical degree, may also request a transfer if the student's identified needs cannot be met at the home campus. Students requesting a transfer based upon one of these grounds must be referred for an appropriate evaluation as dictated under federal law. Transfer decisions shall be delayed until all legal requirements have been met.

A victim of a documented physical assault may request and be granted a transfer to an assigned campus if the student committing the assault is at the victim's home campus.

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If a District committee determines that documented unresolved student conflicts exist that cannot be addressed at the home campus, a transfer may be approved to an assigned campus designated by the District committee.

REASONS FOR
DENYING
TRANSFER
REQUESTS

Reasons for denying a transfer include, but are not limited to, the following:

1. The approval of the transfer request would contribute to further overcrowding and/or necessitate the employment of additional staff.
2. The student has a record of poor attendance, late arrivals, late pickups, and/or disciplinary infractions.
3. The transfer request is for the purpose of participating in an extracurricular activity at the receiving campus.
4. The student has already been granted one transfer for the year.
5. Falsification of information.
6. Failure to meet application deadlines.
7. Failure to meet District criteria for transfer.

APPLYING FOR AN
INTRADISTRICT
TRANSFER

A parent or person standing in parental relation to any student may request, by petition in writing, the assignment of a student to a campus other than the home campus in which the student resides. An intradistrict transfer application may be obtained at any campus within the District or at the District administration building. Only one transfer may be granted in any given school year with the exception of returning to the student's home campus.

STUDENTS WITH
DISABILITIES

Students with disabilities eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 requesting a transfer shall be considered on the same basis as all other transfers. Admission, Review, and Dismissal and 504 committees shall not address intradistrict transfer requests. These committees are only authorized to make placement decisions; they have no authority to make transfer decisions.

UIL ELIGIBILITY

Participation in UIL activities shall be in accordance with all applicable UIL regulations and Board policy FMF (LOCAL). Students desiring to participate in UIL varsity athletics should contact the District's Athletic Department to discuss eligibility.

DEADLINES FOR
INTRADISTRICT
TRANSFERS

In order to ensure continuity in the educational programs of District students, intradistrict transfer applications shall only be accepted at designated times. Applications for intradistrict transfers must be received according to established deadlines. Once the completed application is received by the appropriate designated Executive Director, the administrators of the sending and receiving schools will be contacted. Both principals shall be afforded the opportunity to provide input on the merits of the transfer in accordance with Board policy.

The decision regarding the transfer application shall be made within five business days of receipt.

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EFFECTIVE LENGTH OF APPROVED TRANSFERS	<p>Once a transfer is approved, the student may remain at that campus until the student is promoted to the next campus. If a student desires to remain in the school feeder zone upon promotion to the next campus, he or she must submit a transfer application within the prescribed time.</p> <p>The parent/guardian to the student may elect a one-time option to request a transfer returning to the student's home attendance zone.</p>
NOTIFICATION	<p>The parent or person standing in parental relation to the student will receive written and/or verbal notice of the decision regarding the transfer. If the transfer request is approved, the transfer shall become effective at the beginning of the next semester except in the event of rare or extenuating circumstances where an earlier effective date may be established.</p>
LEVEL I - APPEAL TO DISTRICT COMMITTEE	<p>If the transfer request is denied, the parent or person standing in parental relation to the student may appeal the decision to a District transfer committee. Within five business days of receiving notification, an appeal must be submitted in writing to the appropriate designated Executive Director at the District administration building.</p> <p>The District transfer committee shall be composed of three central administrators. At the time of the request for appeal, the parent should also submit any additional written information that may assist the appeal committee.</p> <p>The members of this committee shall review the written application and render a ruling on the transfer request within five business days. The parent or person standing in parental relation to the student shall receive written and/or verbal notification of the committee's decision. If the transfer is approved, the transfer shall become effective at the beginning of the next semester, unless otherwise approved by the District transfer committee.</p>
LEVEL II – APPEAL TO DISTRICT COMMITTEE	<p>If the Level I transfer request is denied, the parent or person standing in parental relation to the student may appeal the decision to a Level II District transfer committee. At the Level II hearing the parent or person standing in parental relation to the student may request for a personal appeal hearing with the committee. Within five business days of receiving notification, an appeal must be submitted in writing to the appropriate designated Executive Director at the District administration building.</p> <p>The Level II District transfer committee will be composed of the same three central administrators that were on the Level I District transfer committee.</p> <p>The members of this committee shall review the written application, hear from the parent or person standing in parental relation to the student and render a ruling on the transfer request within five business days. The parent or person standing in parental relation to the student shall receive written and/or verbal notification of the committee's decision. If the transfer is approved, the transfer shall become effective at the beginning of the next semester, unless otherwise approved by the District's transfer committee.</p>
LEVEL III - APPEAL TO BOARD	<p>If the transfer is denied, the individual initiating the written petition may appeal the District transfer committee's decision, as provided by FDB (LEGAL) or FNG (LOCAL), as appropriate.</p>
TRANSPORTATION	<p>The District shall not provide transportation for approved transfers. Transportation shall be the responsibility of the parent.</p>

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EXCEPTIONS

The District may provide transportation for intradistrict transfer students enrolled in the District if the students reside in an area currently served by an existing District bus route for the campus the student has requested a transfer.

REASONS FOR
REVOKING A
TRANSFER

A campus principal may revoke an intradistrict transfer at the end of the current school year for the following reasons:

1. A student's repeated failure to abide by the rules specified in the Board-approved discipline management plan and Student Code of Conduct that is supported by substantial documentation of the campus' efforts to improve the student's behavior.
2. Elementary students who commit a mandatory removable offense may have their transfer revoked. Secondary students who commit discipline infractions that mandate removal to an off-campus DAEP or JJAEP shall automatically return to the home campus upon release from the DAEP or JJAEP.
3. A student has demonstrated a documented pattern of late arrivals, late pickups, and/or poor attendance.
4. Any falsification of information shall cause a transfer request to be revoked. In addition, falsification of documents or records is a criminal offense under Section 37.10, Penal Code and subjects the person to liability for tuition or costs under Section 25.001(h), Texas Education Code.

NOTICE OF
REVOCATION

In order to revoke an intradistrict transfer, a principal shall submit a notice of revocation of an intradistrict transfer to the parent. The notice shall inform the parent that the student's transfer shall cease to be effective at the end of the current school year.

APPEAL OF
REVOCATION

While revocation of a transfer is not appealable, parents may exercise their right to complain under the procedures outlined in Board policy FNG (LOCAL) or FDB (LEGAL), as appropriate.