

# SAN ANGELO ISD STUDENT TRANSFERS

## School Year 2023-2024

In San Angelo ISD, we believe students receive a quality education regardless of the campus they attend. There are times, however, when parents desire for their child to attend a school other than the campus of their attendance zone. Please review the following information regarding the type of transfers available for students in kindergarten through 12<sup>th</sup> grade and the application process for 2023-2024.

### GENERAL TRANSFER INFORMATION

- A student's residence is defined as the permanent and principle home for the entire family unit.
- It is presumed that a student resides with the parent.
- Students must provide documentation of legal guardianship by an appropriate authority, if applicable.
- If more than one residence is owned, the student will be required to attend the school in the attendance zone where they reside.
- If a family owns a residence in one attendance zone and rents a property in another zone, the student will be required to attend the school in which the residence is owned.
- Students who have biological parents that reside in different attendance zones must attend in the school zone in which the student has permanent residence.
- Students may be asked to provide documentation offering proof of purchase or lease of the residence, official change of mailing address, a current utility bill in the parent's name, voter registration of parent/guardians indicating a new address, or driver's licenses with the current address (this is not an all-inclusive list).

### TRANSFER APPLICATION TIMELINE

#### Transfer Window

- April 3, 2023: Date to begin accepting transfer applications (Links to applications will be posted on the SAISD website)
- May 19, 2023: First Window Deadline to accept Transfer Applications.
- June 9, 2023: Applicants will be notified by email of Approval/Denial/Placed on Hold status of Transfer Application no later than this date.
- August 4, 2023: Transfer Appeal Meetings. All Appeals must be submitted to the Office of Student Services by 8:00AM on this date to be considered.

**No new applications for transfers will be accepted after May 19, 2023 unless any of the following exceptions apply:**

- A student becomes a nonresident during the course of the semester shall be permitted to continue in attendance for the remainder of the school year if they comply with Transfer Agreement Conditions. A Transfer Application must be completed when a student becomes a nonresident.
- Administrative Placement
- Out of District Transfers will be reviewed on a case-by-case basis throughout the year

## **TRANSFER APPLICATION PROCESS**

A student on a transfer to a particular school ***must reapply for a transfer each year***. Transfers are not guaranteed and are good for one school year only. Only one transfer application will be accepted per student during the transfer application window.

### **IN-DISTRICT TRANSFERS**

An In-District transfer is defined as a student that is living in the SAISD boundaries but would like to attend an SAISD campus other than the school in his/her attendance zone.

All in-district transfer applications will be submitted through an online process within the verification of enrollment form. A link Home Access Center (HAC) will be posted on the SAISD website on April 4, 2022.

**NOTE:** If you live outside the district but you are currently on a transfer to SAISD (have student ID number), you will complete the electronic **in-district transfer application** through the verification of enrollment form.

### **NEW STUDENT TRANSFERS**

A new student transfer is defined as a student that lives in the SAISD boundaries but does not have a student ID (new to the district or incoming kindergarten students).

All new students to San Angelo ISD must complete the New Student Registration form online at <https://www.saisd.org/new-to-saisd/enrolling>. Enrollment can be completed from any web browser or smart phone. Upon first accessing the online registration site, parents will be asked to create an account. Parents can digitally upload required documents in PDF, JPEG, and other standard file formats. In the new student registration form, you will have the opportunity to complete the electronic **in-district transfer application** form.

### **OUT-OF-DISTRICT TRANSFER STUDENTS**

An Out-of-District transfer is defined as a student that does not live in the SAISD boundaries.

All ***new*** out-of-district transfer applications will require a paper application. Applications can be, emailed to you, downloaded online or picked up in the SAISD Student Services office during the application window. All parents/guardians requesting an out-of-district transfer request will be required to email or hand deliver the completed application to the SAISD Student Services office located at the *SAISD Administration Building, 1621 University, San Angelo, TX, 76904*.

**NOTE:** If you are building a house in SAISD district boundaries after the school year starts but would like your child(ren) to start SAISD at the beginning of the school year, an out-of-district transfer application must be completed and a copy of the contract, showing a date, address and signatures, must be attached to the application.

## **ADDITIONAL TRANSFER INFORMATION**

### **PRIORITY**

If there is space available at a campus, transfer requests shall be considered based on the following criteria:

- Students who are entitled by law to a transfer
- Students placed on administrative transfer
- Students seeking enrollment in a specific program that is not offered at their home campus.
- Children of SAISD employees
- Students who have completed their previous year on a transfer
- Siblings of current student on a transfer
- Out-of-district transfers

### **TRANSFER REQUESTS CRITERIA**

Transfer applications will be considered based on the following criteria:

- Availability of space
- Availability of instructional staff
- The student's disciplinary history
- Academic performance
- Attendance records
- Parent/guardian cooperation

### **REASONS FOR DENYING TRANSFER REQUESTS**

Possible reasons for denial of a transfer request include, but shall not be limited to:

- Maximum enrollment in a program has been reached
- Maximum enrollment on a campus or grade level has been reached
- A transfer would result in district wide impact on a program
- Poor attendance the previous year (including tardies)
- Avoidance of disciplinary action at current school
- The student has engaged in conduct or misbehavior within the preceding year that has resulted in (a) removal to disciplinary alternative education program, (b) expulsion, or (c) revocation of transfer for excessive absences (including tardies) and/or disruptive behavior
- The student has engaged in delinquent conduct in need of supervision and is on probation or other conditional release of conduct.
- The student has been convicted of a criminal offense and is on probation or other conditional release.
- False information is provided on the transfer request.
- Lack of parent/guardian cooperation with campus staff.

## TRANSFER REVOCATION

Transfers may be revoked if the student does not maintain acceptable levels of attendance, academic achievement, a minimal standard of behavior related to the District's Code of Conduct and/or lack of parent/guardian cooperation.

**NOTE:** If a student's transfer is revoked, the student will be **ineligible** for a transfer the following year to any campus in SAISD.

## SCHOOLS OPENED/CLOSED FOR TRANSFER REQUESTS

Each year, a study on campus capacity will be conducted to determine if transfer requests can be accepted. A campus is considered closed when a campus reaches 95% capacity. That campus will not accept transfer requests for the coming school year.

**NOTE:** A closed school may still accept transfers *of an employee's child* if it does not cause the grade level or program to exceed capacity.

## TRANSPORTATION

Transportation for a student who is granted a transfer to attend a campus outside of the student's attendance zone shall be the responsibility of the parent/guardian.

**Exception:** *Students receiving specialized services not offered at the home campus.*

## EXTRA CURRICULAR TRANSFERS

A student's residency for extracurricular eligibility is determined based upon the campus the student enters or has entered during his/her 9<sup>th</sup> grade year. The campus will be considered the student's home campus. If a student wishes to transfer from one high school to another in SAISD and continues to reside in the same attendance zone, the student will not be eligible to participate in UIL competition for the remainder of the time that he/she is in high school.

Possible Exceptions:

- If a student is requesting a transfer and wishes to participate in an extra-curricular activity that is not offered on the home campus, then eligibility to participate in those activities could be granted. Example: swimming and gymnastics are not offered at Lake View. Student will need to go through the waiver process. If the transfer is granted, a student can participate in those sports and no others.
- If the family moves into the other attendance zone, eligibility is not guaranteed. UIL Rules will be followed regarding the move. The UIL "Previous Athletic Participation Form" must be completed and the District Executive Committee will rule. If the DEC determines the move was for athletic reasons, then eligibility will be denied for one calendar year (UIL rule). UIL procedures do allow a student to appeal the DEC decision. All appeals are heard in front of the UIL State Exectuvie Committee.

## **MORE INFORMATION**

For additional questions, contact the Director of Student Services at 325-947-3838, ext. 171.

**NONDISCRIMINATION** - *The District shall not make and distinction on the basis of race, religion, color, sex, or national origin in the determination or recommendation of action under Board Policy FDB. However, the Board or Board designee reserves the right to restrict transfer requests if such requests begin to significantly affect the ethnic balance of a school.*