

ADMISSIONS:
INTERDISTRICT TRANSFERS

FDA
(REGULATION)

TRANSFERS FROM OTHER
DISTRICTS

Effective April 1, 2017, the District is closed to interdistrict transfers, except as permitted in this Regulation.

GRANDFATHERED
TRANSFERS

In cases where a student was granted an interdistrict transfer before March 31, 2017 and the student has remained continuously enrolled at the District, the transfer will remain in effect as long as the student meets the eligibility criteria and has not had the transfer denied or revoked. A grandfathered student must complete a transfer application each year within the prescribed time period.

Although a grandfathered student may be eligible for a transfer into the District, the student is not guaranteed to be assigned to the student's current or requested campus from year to year. Placement is subject to administrative determinations of available space and instructional staff.

Siblings of students whose transfers are grandfathered under this policy are not automatically approved for a transfer. Siblings seeking to transfer into the District must apply under the transfer policy in effect at the time the application is made and must independently meet the current criteria to have a transfer approved.

CHILDREN OF
NONRESIDENT DISTRICT
EMPLOYEES

Children of nonresident District employees may be admitted to District schools on a tuition-free basis and with the same rights and privileges of resident students. For the purpose of this policy, nonresident employees of vendors providing contracted custodial, food, or transportation services are considered District employees, but substitutes and temporary workers are not considered District employees.

Employees are required to complete the Application for Interdistrict Transfer annually, upon employment or according to the application schedule for the coming school year.

An employee may request that the child attend the school closest to the employee's worksite. The determination of the closest school shall be made by the appropriate Executive Director. If the closest school is closed or capped 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 mid-year, the child will be allowed to complete the current semester or school year, as applicable, at the current school upon submission and approval of an Application for Interdistrict Transfer for Remainder of Year.

MID-YEAR MOVES OUT OF
DISTRICT

Students who had *bona fide* residence in the District during the current school year and move out of the District mid-year may apply to complete the current year. An Application for Interdistrict Transfer for Remainder of Year must be submitted to the appropriate designated Executive Director.

MOVES INTO THE DISTRICT

Families in the process of moving from another district to the District may enroll their children in the District early on a short-term basis through an interdistrict transfer, provided:

1. The closing on the purchase of a new or existing home will occur within 30 calendar days of enrollment, or

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2. A lease or rental agreement has been signed for an apartment or house in the District and the move-in date will occur within 30 calendar days of enrollment; and
3. The campus is not closed to transfers, and the campus and grade level are not capped.

An Application for Early Enrollment Based on Documentation of Intended Residence must be submitted to and approved by the appropriate Executive Director. The application must include the following documents to verify the intent to purchase a home in the District:

1. A copy of an executed earnest money contract or purchase contract with earnest money included, signed by both the buyer and seller; and
2. A letter from the mortgage company indicating loan approval or a letter from the home builder/realtor indicating verification of cash payment.

Upon occupancy of the residence, the parent/guardian is required to provide the campus with a utility bill (electric, gas, or water) as proof of residence. Phone bills are not acceptable for verification of residence.

For new homes under construction, a one-time extension of the 30-day transfer period may be considered if construction on the home began prior to the student's first day in the District and construction delays prevent the family from moving into the home promptly. The campus principal will monitor and verify residency status. The parent/guardian may request a 30-day extension of the initial 30-day transfer period, upon written request to the appropriate Executive Director.

TRANSPORTATION

Parents are responsible for providing transportation for transfer students.

ANNUAL APPLICATIONS

Students residing in other districts may apply for an interdistrict transfer. Students must meet criteria specified in this regulation and Board Policy. The appropriate interdistrict transfer application must be completed under the conditions outlined in these procedures.

A nonresident student must file an application for transfer each school year with the appropriate Executive Director as follows:

- An elementary student shall file a transfer application with the Executive Director of Elementary Education.
- A middle school or high school student shall file a transfer application with the Executive Director of Secondary Education.

Applications for the upcoming year will be accepted beginning April 1. The deadline for applications for the coming school year is May 15.

Transfer applications must be submitted within the timeframes designated and be accompanied with required documentation for proof of age, previous school attendance records, and discipline records. Transfer requests will be considered only for district campuses that are open for enrollment as some campuses may be closed or capped due to capacity limitations.

Applications are subject to annual review and approval. A transfer will be in effect for the approved school year only. There is no guarantee that a current transfer will be approved in future years or that a student will be placed at the student's current or

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requested campus. Placement is subject to administrative determinations of available space and instructional staff.

CLOSED CAMPUS

The Superintendent or designee shall determine annually which campuses are open or closed for transfers. This determination will be made in the spring along with attendance boundary designations and will apply to the following school year. In making this determination, the Superintendent or designee may consider available space, instructional staff, and all relevant factors impacting the learning environment.

If a transfer student requests or attends a campus that is closed to transfers, the student may be assigned or transferred to the closest open campus or to another campus with available space, instructional staff, and resources, as determined by the Superintendent or designee and the appropriate Executive Director.

CAPPED CAMPUS OR
GRADE LEVEL

At any point in the year, the Superintendent or designee may cap a campus or grade level at a campus to transfers and new enrollment. A campus or grade level may be capped at any time the Superintendent or designee determines the existing facilities, instructional staff, and resources cannot adequately support additional students on the campus or in the grade level.

A transfer student who requests or attends a campus or grade level that is capped may be assigned or transferred to another campus with available space, instructional staff, and resources, as determined by the Superintendent or designee and the appropriate Executive Director.

UIL ELIGIBILITY

The eligibility of a transfer student to participate in UIL activities is not guaranteed and shall be determined by all applicable UIL regulations and Board Policy FM. Students desiring to participate in UIL varsity athletics should contact the District's Athletic Department to discuss eligibility.

DENIAL OF TRANSFERS

Transfer students may have their transfer requests denied for the following school year if they:

1. Engage in serious or persistent violations of the Discipline Management Plan or the Student Code of Conduct;
2. Commit a disciplinary infraction that results in assignment to DAEP or expulsion; or
3. Have a documented pattern of late arrivals, early or late pick-ups, and/or poor attendance.

If a student, parent, or guardian engages in any falsification of information provided to the District, including misrepresentation of a bona fide residence, the student's transfer may be denied or revoked.

A Warning of Possible Denial for the Coming School Year Transfer form is provided to warn parents and notify them of the reason why their student is in danger of having the coming school year transfer denied. If immediate steps are not taken to correct and/or improve the reason(s) indicated, a Notification of Denial of Interdistrict Transfer will be sent. In addition, the written notification of denial shall be sent to the school district of residence.

The decision of the Executive Director to deny or revoke a transfer is final.