

Admissions and Attendance:
Intra-district Transfers

FDB-R

- Attendance Zone Information
- All students in grades kindergarten through fifth grade will attend the elementary school located in their residential attendance zone, with the following exceptions:
- Behavior Intervention Program (BIP) students will attend Tally,
 - Functional Living (FL) students will attend Daniels or Nimitz, based on the ARD Committee decision,
 - Auditory Impaired (AI) students will attend Starkey,
 - Students qualifying for Autism Behavior Classroom (ABC) supports will attend Starkey,
 - Pre-kindergarten students will attend the Early Childhood Campus,
 - Tally and Starkey Bilingual students will attend Starkey, and
 - Nimitz and Daniels Bilingual students will attend Nimitz

For information regarding elementary attendance zones, parents are asked to contact any of the elementary school offices or refer to the Kerrville ISD website at www.kerrvilleisd.net.

- Class Size
- Choice of elementary schools for the children of Kerrville ISD employees is extended as an employee benefit (space permitting). These students will be permitted to register with the returning/confirmation students.

KISD is committed to providing quality education in a manageable, small class-size setting at the elementary school level.

1. Kindergarten through fourth grade classes must not exceed the 22:1 state mandated student-to-teacher ratio, per State law. In each instance when it appears that a classroom will exceed the 22:1 ratio, the campus principal is responsible for notifying the superintendent or designee to request approval prior to exceeding the state-mandated 22:1 ration.
2. In Pre-kindergarten, the ratio will not exceed 18:1. A waiting list will be maintained after the maximum enrollment has been reached.
3. It is the goal of KISD to maintain a maximum student-to-teacher ratio of 24:1 in Grade 5.
4. In grades 6 – 12, core academic classes will not exceed the targeted student-to-teacher ratio of 26:1. Exceptions can only be approved by the Superintendent of Schools.
(Core academic classes for grades 6-12 are defined as English/language arts, mathematics, science, and social studies.)

Enrollment and
Intra-district
Transfer
Procedures

All intra-district elementary school transfers are at the discretion of the District. Decisions will be based on maximizing district resources, maintaining smaller class sizes, and resolving extenuating circumstances.

Student transfers may occur within or between elementary schools in KISD in order to maintain student-to-teacher ratios and prudently use district resources.

1. Because it may be necessary to transfer students from their home campus to another elementary school within the district, a first-come first-served enrollment process is used at each campus. The parents of students whose primary residence is within the district prior to the end of the current school year are permitted to complete pre-registration forms for children who will be attending a KISD elementary school the following year.
2. The first-come-first-serve final *Enrollment List* is created as parents/guardians of pre-registered students confirm residence in the attendance zone, either in person or by telephone, during the designated *Attendance Confirmation Period* (each July or August). If parents do not confirm attendance, every effort will be made by the school to contact the parents. If parents cannot be contacted, it will be assumed that the student will not be attending KISD and the student's preregistration will be removed to allow room for students new to the district.
3. Students who are new to the district will be enrolled only after the designated *Attendance Confirmation Period*.
4. When a grade level capacity is reached on a campus, students will be enrolled in another KISD elementary school. Parents will be given their choice of KISD schools, if space is available. KISD provides transportation for these students. Students will be picked up and dropped off at their home campus if they reside within two miles of their home campus. If they reside more than two miles from their home campus, they will be transported to and from their neighborhood bus stop.
5. If a vacancy occurs at a grade level during the first 5 days of school only, students who were transferred to another KISD campus, due to grade level capacity, will be invited to return to their home campus, based on the order in which they were sent to the other campus.
6. In an effort to allow elementary level siblings to attend the same campus, each campus will try to keep siblings together. However, occasionally there are circumstances that make this impossible; for example, the state mandated 22:1 student-teacher ratio. Students who are transferred to a school outside of their attendance zone due to class-size limitations will be given the option of remaining on that campus for succeeding school years or attending the school in their attendance zone. (This includes their siblings.) Bus transportation will not continue after the first year if the student chooses to remain on the transfer campus. However, if the student's residence changes, the

student will be required to attend the campus in the attendance zone of the student's new residence.

7. When all classes at a particular grade level across the district have reached capacity, the Superintendent or designee will decide on a course of action.

Change of
Primary
Residence

If an elementary student moves to a home in a different KISD attendance zone during the school year, the student will remain on the campus, at which the student started the school year, until the end of the school year. The student will be required to enroll at the campus in their new attendance zone the following school year, unless the student will be a fifth grader. Fifth grade students who move to a different KISD attendance zone will not be required to move to a different campus their final year in elementary school. This student's siblings will be permitted to remain on the campus with their fifth grade sibling for one year only. Transportation will not be provided.

Special Programs

Students in need of special services, **which are not available on their home campus**, will be eligible for bus transportation. Students will be picked up and dropped off at their home campus if they reside within two miles of their home campus. If they reside more than two miles from their home campus, they will be transported to and from their neighborhood bus stop. Special Education transportation services will be determined by the ARD Committee.

If space is available, siblings will also be permitted to attend the same campus but will not receive transportation services. If the student in need of the special services exits the program, the student and the student's siblings will return to their home campus the following school year.