

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

The following pages contain exhibits related to intradistrict transfers:

- Exhibit A: Reasons for Approval/Denial/Revocation of Intradistrict Transfers – 1 page
- Exhibit B: Application for Intradistrict Transfer for Remainder of Semester/Year – 2 pages
- Exhibit C: Application for Intradistrict Transfer – 3 pages
- Exhibit D: Application for Early Enrollment Based on Documentation of Intended Residence – 2 pages
- Exhibit E: Warning of Possibility of Revoking Intradistrict Transfer – 1 page
- Exhibit F: Notification of Revocation of Intradistrict Transfer – 1 page

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

EXHIBIT A

Reasons for Approval/Denial/Revocation of Intradistrict Transfers

Reasons for Approval
<p>The following are acceptable reasons for granting approval of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):</p> <ul style="list-style-type: none">• Change of Residence:<ul style="list-style-type: none">• Remain at current school until end of current year• <u>Temporary Transfer Based on Future Residence</u><ul style="list-style-type: none">• Pending acquisition of another home (move to be completed within specified time frame) and necessary documentation provided• District employee or an employee of a District contracted service for custodial, food, or transportation (school closest to employee's worksite as determined by the appropriate designated Executive Director)*• District employee or an employee of a District contracted service for custodial, food, or transportation (with currently approved transfer) whose job location changes due to reassignment (elects a one-time option to leave child(ren) at current campus)* This does not apply to substitutes or temporary workers.• Allow siblings to attend same school that another sibling currently attends Prior year approval for sibling transfer (elects one-time option for sibling to complete education at current campus except in the case of rezoning)• Serious medical/mental/psychological health condition, documented by appropriate medical personnel, if the student's identified needs cannot be met at the home campus. Students must be referred for an appropriate evaluation as dictated by federal law (transfer decisions will be delayed until legal requirements are met).• Victim of a documented physical assault (if the student committing the assault is at the victim's home campus)• Documented, unresolved student conflicts exist that cannot be addressed at the home campus <p>* Upon completion of the student's education at the current campus level, the student will be expected to attend the school closest to the employee's assigned work location or the student's home campus.</p>
Reasons for Denial
<p>The following are reasons for denial of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):</p> <ul style="list-style-type: none">• Current enrollment projections or overcrowded condition at receiving campus or requires employment of additional staff• Record of poor attendance, late arrivals, late pick ups, and/or disciplinary infractions at home campus• For the purpose of participating in an extra-curricular activity at receiving campus• Previous transfer already granted for the current school year• Falsification of information• Failure to meet deadlines• Failure to meet District criteria for an intradistrict transfer
Reasons for Revocation
<p>The following are reasons for revocation of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):</p> <ul style="list-style-type: none">• Repeated failure to abide by the rules specified in the <i>Discipline Management Plan and Student Code of Conduct</i> or the student commits a disciplinary infraction that mandates removal to a DAEP or JJAEP• Documented pattern of late arrivals, late pick ups, and/or poor attendance• Falsification of information

If the transfer is revoked for any of the documented reasons listed, the student will be withdrawn from the transfer campus on the last day of the current grading period or school year, as determined by the campus principal. The student will be eligible to enroll at the campus in the attendance zone of his/her residence for the upcoming grading period or school year.

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

EXHIBIT B

Northwest Independent School District

Application for Intradistrict Transfer for Remainder of Semester/Year

(Transfer to Remain in Northwest ISD until End of Current Semester or Year, as Appropriate)

This application is to be completed by a parent/guardian to any student who moves out of an attendance zone within NISD into another NISD attendance zone during the current school year requesting permission to complete the current semester/year. The student may request to complete the school year at the student's previous home campus as long as the student has not had discipline or attendance problems. A transfer may be denied if disciplinary or attendance problems exist.

Student Name :	Last	First	Middle	Grade Level	School Year
					20__ - 20__
Mailing Address:	Street			Student's Age	Date of Birth
City	State	Zip		Home Phone	
Name of Parents/Guardians:				Cell Phone	Work Phone
				Email Address	
Date Student Moved into Current NISD Attendance Zone:					
Transfer From: (Campus of Current Residence)			Transfer To: (School Currently Attending in Northwest ISD)		
If the student is a Northwest ISD employee's child, provide employee's name and workplace.					
Employee's Name			Employee's Workplace (NISD Campus or Department)		
If the student is a child of a Contracted Service (Custodial, Food Service, or Transportation) Employee for Northwest ISD, provide employee's name and name of employer.					
Contracted Service Employee's Name			Name of Employer		

This request is made with the full understanding of and with agreement to the following:

1. Transportation is to be provided by the parent/guardian to the student for approved transfer.
2. Transfer students must abide by the *Discipline Management Plan and Student Code of Conduct*. The principal may deny a transfer for serious or persistent misconduct or for any offense mandating a DAEP or JJAEP placement.
3. A transfer may be denied for a documented pattern of late arrivals, late pick ups, and/or poor attendance.
4. Any falsification of information shall cause this application for transfer to be denied and/or 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.
5. The following documentation must be provided along with completed form.
 - Attendance records from previous school
 - Discipline records from previous school
6. All paperwork must be completed before the application can be processed.

Violation of the terms of the agreement may result in the student's transfer request not being approved for the following school year or being revoked at the end of a grading period or the end of the school year.

**ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS**

FDB (REGULATION)
(EXHIBIT)

PARENT/GUARDIAN ACKNOWLEDGEMENT	
In signing this form, I, the parent/guardian of the above-named student, confirm that I have received, read and understand the terms of the transfer agreement including the information listed on this form and that the information provided is accurate in requesting this transfer.	
Parent/Guardian Signature	Date

STUDENT ACKNOWLEDGEMENT	
In signing this form, I, the above-named student, confirm that I have received, read and understand the terms of the transfer agreement including the information listed on this form and that the information provided is accurate in requesting this transfer.	
Student's Signature	Date

Note: Approval of an intradistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to discuss eligibility.

----- DO NOT WRITE BELOW THIS POINT -----

FOR OFFICE USE ONLY		
Transfer Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of Executive Director of Elementary Education or Executive Director of Secondary Education	Date
Comments		Date of Written Confirmation

Copies: Campus Principal

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

FOR OFFICE USE ONLY:	Date Received _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Effective Date _____
-----------------------------	---------------------	-----------------------------------	---------------------------------	----------------------

EXHIBIT C

Northwest Independent School District
Application for Intradistrict Transfer
(Transfer from a NISD school to another school in NISD)

For School Year: 20__ - 20__

This application is to be completed by a parent/guardian of any student requesting a transfer from a school in one residential attendance zone within the District to another school within the District. This application must be completed for the transfer to be considered.

An intradistrict transfer to an elementary aged student must be submitted to the Executive Director of Elementary Education, and an intradistrict transfer for a middle school or high school student must be submitted to the Executive Director of Secondary Education within the designated timeframes. Applications for the fall semester of an 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**.

Student Name :	Last	First	Middle	Current Grade:	Current School Year:
Current Mailing Address:	Street			Student's Age:	Date of Birth:
City	State		Zip	Home Phone:	Work Phone:
Name of Parents or Guardians:				Cell Phone:	Email Address:
Transfer From: (NISD School of Current Residence)			Request Transfer to: (NISD Campus)		
Please list any Special Services being provided at current school (Special Education, Section 504, G/T, ESL, Bilingual, etc.):					

NOTE: Approval of an intradistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to discuss eligibility.

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

Please check below the reason this request is being made:

Reasons for Approval	Reasons for Denial
<p>The following are the acceptable reasons for granting an intradistrict transfer according to Board Policy FDB (LOCAL):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Change of Residence (indicate specific reason): <ul style="list-style-type: none"> <input type="checkbox"/> Remain at current school until end of current year <u>Temporary Transfer Based on Future Residence</u> <ul style="list-style-type: none"> <input type="checkbox"/> Pending acquisition of another home (move to be completed within specified time frame) and necessary documentation is attached <input type="checkbox"/> District employee (school closest to employee's worksite as determined by the appropriate designated Executive* <input type="checkbox"/> District employee [with currently approved transfer) whose job location changes due to reassignment [elects one-time option to leave child(ren) at current campus]* <input type="checkbox"/> Allow siblings to attend same school that another sibling currently attends <input type="checkbox"/> Prior year approval for sibling transfer (elects one-time option for sibling to complete education at current campus except in the case of rezoning) <input type="checkbox"/> Serious medical/mental/psychological health condition, documented by appropriate medical personnel, if the student's identified needs cannot be met at the home campus. Students must be referred for an appropriate evaluation as dictated by federal law to determine (transfer decisions will be delayed until legal requirements are met). <input type="checkbox"/> Victim of a documented physical assault (if student committing the assault is at victim's home campus) <input type="checkbox"/> Documented, unresolved student conflicts exist that cannot be addressed at the home campus <p>* Upon completion of the student's education at the current campus level, the student will be expected to attend the school closest to the employee's assigned work location or the student's home campus.</p>	<p>Reasons for denial shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Current enrollment projections or overcrowded condition at receiving campus or requires employment of additional staff • Record of poor attendance, late arrivals, late pick ups, and/or disciplinary infractions at home campus • For purpose of participating in an extra-curricular activity at receiving campus • Previous transfer already granted for the year • Falsification of information • Failure to meet deadlines • Failure to meet District criteria for transfer
	<p>Reasons for Revocation</p>
	<p>Reasons for revoking the transfer shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Repeated disciplinary infractions or the student commits a disciplinary infraction which mandates removal to a DAEP or JJAEP • Documented pattern of late arrivals, late pick ups, and/or poor attendance • Falsification of information
<p>If the student is a Northwest ISD employee's child, provide employee's name and workplace:</p>	
Employee's Name	Employee's Workplace
Parent comments:	

This request is made with the full understanding of and agreement to the following:

1. Transportation is to be provided by the parent/guardian to the student for approved transfer.
2. Once a transfer is approved, the student may remain at that campus until the student is promoted to the next campus (elem., middle school, and high school) assigned unless the transfer is revoked by the receiving 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.
3. The parent/guardian may elect a one time option to request a transfer returning to the student's home attendance zone.
4. The student will only be allowed one transfer during a school year.
5. Transfer students must abide by the *Discipline Management Plan and Student Code of Conduct*. The principal may revoke the transfer for serious or persistent misconduct or shall revoke the transfer for any offense mandating a DAEP or JJAEP placement.
6. A transfer may be revoked for a documented pattern of late arrivals, late pick ups, and/or poor attendance.
7. Any falsification of information shall cause this application for transfer to be denied and/or 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.

NOTE: If the transfer is denied, the parent or guardian may appeal the decision to the District Transfer Committee (see Intradistrict Transfer Procedures).

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

PARENT/GUARDIAN	
In signing this form, the parent/guardian to the student confirms that he/she has read and understands the information listed on this form and that the information provided is accurate.	
Parent/Guardian Signature	Date

----- DO NOT WRITE BELOW THIS POINT-----

INITIAL TRANSFER REVIEW	
Application meets one of the acceptable reasons for approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Transfer request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
Signature of Executive Director of Elementary Education or Executive Director of Secondary Education	Date
Date of Written Notification	

LEVEL I - APPEAL TO EXECUTIVE DIRECTOR OF ELEMENTARY OR SECONDARY EDUCATION (if needed)	
Date Appeal Request Received:	Date of District Transfer Committee Meeting
Transfer request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
Committee Member Signature	Date
Committee Member Signature	Date
Committee Member Signature	Date
Date of Written Notification	

LEVEL II - APPEAL TO DISTRICT TRANSFER COMMITTEE (if needed)	
Date Appeal Request Received:	Date of District Transfer Committee Meeting
Transfer request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
Committee Member Signature	Date
Committee Member Signature	Date
Committee Member Signature	Date
Date of Written Notification	

LEVEL III - APPEAL TO ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION (if needed)	
Date Appeal Request Received:	Date of Board Meeting
Board Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
Date of Written Notification	

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

EXHIBIT D

Northwest Independent School District
Application for Early Enrollment Based on Documentation of Intended Residence
(For Families currently living in Northwest ISD – Intradistrict Transfer)

Student Name : Last	First	Middle	Grade Level	School Year 20__ - 20__
Out-of-District Mailing Address: Street			Student's Age	Date of Birth
City	State	Zip	Home Phone	
Name of Parents/Guardians:			Cell Phone	Work Phone
			Email Address	
Date Student Moved into Current NISD Attendance Zone:				
Transfer To: (School Currently Attending in Northwest ISD)			Transfer From: (Campus of Current Residence)	
If the student is a Northwest ISD employee's child, provide employee's name and workplace.				
Employee's Name			Employee's Workplace (NISD Campus or Department)	
If the student is a child of a Contracted Service (Custodial, Food Service, or Transportation) Employee for Northwest ISD, provide employee's name and name of employer.				
Contracted Service Employee's Name			Name of Employer	

The parent/guardian of a student whose family is in the process of moving from one attendance zone in Northwest ISD to another attendance zone in Northwest ISD may apply for a transfer to enroll their student in the school of the future residence's attendance zone early, provided:

1. The closing on the purchase of a new or used home will occur within five months of enrollment; or
2. A lease or rental agreement has been signed for an apartment or house in the future attendance zone and the move-in date will occur within five months of enrollment.

In addition, parents are responsible for providing transportation to and from school if early enrollment is granted. (High school students are not guaranteed parking privileges, if applicable.)

This application must be completed and submitted to the appropriate Executive Director of Elementary Education or Secondary Education for approval.

Note: This application may not be used as a basis for enrollment during pre-kindergarten and kindergarten pre-registration in the spring nor will applications for temporary transfer be accepted after Spring Break.

Please provide one of the following forms of information based on the type of intended residence:

<input type="checkbox"/> IF BUILDING A NEW HOME:	<i>Attach a copy of your earnest money or purchase contract and a letter from your mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification.</i>	
Address of new home:		
Lot Number:	Block Number	Subdivision:
Date foundation was poured:		Date you will be moving into the house:
Builder's Name:		Builder's Telephone Number:
NOTE: Required for new homes under construction. Construction on the home must be underway prior to the student's first day at the new campus.		

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

<input type="checkbox"/> IF BUYING OR LEASING AN EXISTING HOME:		<ul style="list-style-type: none"> ◆ <i>If buying, attach a copy of your earnest money contract or purchase contract and a letter from your mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification. Either document must be signed by the buyer and seller.</i> ◆ <i>If leasing, attach a copy of your lease agreement.</i>
Address of home:		
Lot Number:	Block Number	Subdivision:
Date you will be moving into the house:		
<input type="checkbox"/> IF RENTING AN APARTMENT:		<i>Attach a copy of your rental agreement.</i>
Address of apartment:		
Apartment Number:	Apartment Complex Name:	
Date you will be moving into the apartment:		

Statement of Intended Residence

As the parent/guardian of the above-named student, I understand the conditions under which I am requesting a transfer, as outlined above, and certify that my answers to the questions are true to the best of my knowledge. **I understand that I must provide a copy of a utility bill within the five-month grace period to prove occupancy.** I understand that falsification of documents or records is a criminal offense and subject to fines under Section 37.10, *Penal Code*. In addition, I understand that falsification of documents or records and/or students that become discipline problems or who have repeated absences and/or tardies could result in the withdrawal of my child/children from the campus.

Signature of Parent/Guardian	Date
------------------------------	------

Note: If the transfer is denied, the parent/guardian may appeal the decision to the District Transfer Committee (see Intradistrict Transfer Procedures). Approval of an intradistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to discuss eligibility.

FOR OFFICE USE ONLY		
Transfer Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of Executive Director of Elementary Education or Executive Director of Secondary Education	Date
Comments		Date of Written Confirmation

Copies: Parent/Guardian
Campus Principal

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

EXHIBIT E

Northwest Independent School District
Warning of Possibility of Revoking of Intradistrict Transfer

Student's Name	Grade Level	School
Date of Notification	Effective Date	

Dear Parent:

This letter is notification that the intradistrict transfer approved for the above-named child is in danger of being revoked for the following reason:

- Repeated failure to abide by the rules specified in the *Discipline Management Plan and Student Code of Conduct* or the student commits a disciplinary infraction that mandates removal to a DAEP or JJAEP
- Documented pattern of late arrivals, late pick ups, and/or poor attendance
- Falsification of information

Unless immediate steps are taken to correct and/or improve the reason(s) indicated, your child will be withdrawn from this campus on the effective date listed above.

Your child will be eligible to enroll promptly at the campus in the attendance zone of your residence.

Sincerely,

Signature of Campus Principal	Date
-------------------------------	------

COPIES: Parent
Executive Director of Elementary Education
or
Executive Director of Secondary Education

ADMISSIONS:
INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDB (REGULATION)
(EXHIBIT)

EXHIBIT F

Northwest Independent School District
Notification of Revocation of Intradistrict Transfer

Student's Name	Grade Level	School
Date of Notification	Effective Date	

Dear Parent:

This letter is to officially notify you that the intradistrict transfer approved for the above-named child is being revoked as indicated by the following reason:

- Repeated failure to abide by the rules specified in the *Discipline Management Plan and Student Code of Conduct* or the student commits a disciplinary infraction that mandates removal to a DAEP or JJAEP
- Documented pattern of late arrivals, late pick ups, and/or poor attendance
- Falsification of information

As principal of the above-named campus, I have determined that there is adequate documentation to justify this revocation. Your child will be withdrawn from this campus on the effective date listed above. Your child will be eligible to enroll promptly at the campus in the attendance zone of your residence.

Appeals of transfer revocations are considered pursuant to FDB (Regulation). Timelines are strictly enforced.

Sincerely,

Signature of Campus Principal	Date
-------------------------------	------

COPIES: Parent
Executive Director of Elementary Education
or
Executive Director of Secondary Education