**No Interdistrict Transfers**

A nonresident student shall not be permitted to attend District schools except as provided below.

Exceptions

*Students Who Become Nonresidents*

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester. A student who has completed his or her junior year and becomes a nonresident shall be permitted to continue in attendance for his or her senior year tuition-free. Siblings of the senior student shall also be allowed to stay through the end of that school year tuition-free.

*Children of Nonresident Employees*

A nonresident District employee who works a minimum of 20 hours per week may request that his or her child be admitted into District schools by filing an application with the Superintendent. For purposes of this policy, school resource officers shall be considered nonresident employees.

If a nonresident District employee separates from employment with the District, his or her children who have been granted a transfer shall be permitted to continue in attendance for the remainder of the semester.

If the employee separates from employment with the District after the end of his or her child's junior year, that student shall be permitted to attend tuition-free during his or her senior year. Siblings of the senior student shall also be allowed to stay through the end of that school year tuition-free.

Death of Nonresident Employee

In the event of the death of a nonresident employee during employment with the District, all biological children and children for whom the nonresident employee has parental rights may continue to attend District schools until graduation.

*Grandchildren of District Residents*

A nonresident student who is the grandchild of a District resident shall be eligible to attend District schools on a tuition-free basis. Verification of the grandparent/grandchild relationship between the District resident and the student shall be in accordance with administrative regulations.

*Death of a Grandparent, Parent, or Guardian*

In the event of the death of a grandparent, parent, or guardian of a resident student, all biological children and children for whom the parent or guardian has parental rights and the grandchildren of resident grandparents may continue to attend District schools until graduation. The residency requirement shall be waived regardless of the residency status of the remaining grandparent, parent, or guardian.

*Children of First Responders*

A nonresident that is employed as a first responder in the local community as defined below may request that his or her child be admitted into District schools by filing an application with the Superintendent during the transfer application period described below. For purposes of this provision, a first responder in the local community shall mean an employee of the following entities:

- City of Southlake Police Department; and
- City of Southlake Fire Department, including emergency medical services.

*Pending Construction / Lease Agreement*

A nonresident student whose family is building, purchasing, or leasing a house within District boundaries may be permitted to attend District schools prior to establishing residency. Documentation confirming that the student will be establishing residency may be authenticated using one or more of the following:

1. A fully executed lease or rental agreement indicating the date of anticipated occupancy of the dwelling.
2. A valid, fully executed, real estate earnest money contract or a contract of sale with specified date on which construction began and the date of closing.
3. Any other documentation acceptable to the Superintendent that establishes bona fide proof of intended residence of the student.

Residency of the student must be established prior to the end of the first semester of enrollment. If extenuating circumstances warrant the continuation of the pending construction/lease agreement, a student shall be permitted to attend until the end of the school year.

*Other Southlake or Westlake Residents*

A nonresident student living within the boundaries of the city of Southlake or the city of Westlake but outside the boundaries of the District shall be eligible to request a transfer into designated District schools.

A transfer student under this provision who becomes a nonresident of the city of Southlake or the city of Westlake during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

*Disputed Zone Residents*

The children of a parent or guardian residing within the boundaries of the disputed zone outside of the 76092 area as of March 28, 2022, shall be permitted to continue in enrollment or enroll in District schools at a later date as long as the parent or guardian continuously resides in the same residence within the disputed zone.

Transfer Requests

A nonresident student wishing to transfer into the District under one of the exceptions outlined in this policy shall file an application for transfer each school year with the Superintendent in accordance with administrative regulations. Transfers shall be granted for one regular school year at a time.

*Factors*

In approving transfers, the Superintendent shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

Transfer applications shall be considered separately for each student, not collectively for a family. Approval of a transfer request for one student shall not automatically mean approval of other transfer requests for the student's siblings, except as otherwise provided in this policy.

*Priority*

Transfer requests shall be prioritized by category in accordance with the following order:

1. Students of nonresident District employees.
2. Students who are grandchildren of District residents.
3. Students who are children of first responders for the city of Southlake.
4. Students who are Southlake residents and have been previously granted an interdistrict transfer.
5. Students who are Southlake residents or Westlake residents and are new interdistrict transfer applicants.
6. All other interdistrict transfer requests.

*Transfer Agreements*

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

**Transportation**

The District shall not provide transportation for transfer students, except as required by law.

**Tuition**

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

Reimbursement

A student who resides outside the District attendance zone and is found to have enrolled in the District without administrative approval under this policy may be subject to the recapture of District funds by payment of tuition for the period of the student's enrollment.

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| Waivers | The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See 6.16] |
| Nonpayment | The District may initiate withdrawal of students whose tuition payments are delinquent. |
| **Appeals** | Any appeals shall be made in accordance with 6.14.7 and 7.6 as appropriate. |