

Pflugerville ISD
227904

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(REGULATION)

OUT-OF-DISTRICT TRANSFER REGULATIONS

TRANSFER APPLICATION

A complete application for transfer must be filed during the designated application period as defined by the District for a student who resides outside the boundaries of Pflugerville ISD but wishes to attend a PfISD school.

Out-of-district transfers are valid for one academic year and students must re-apply each school year, during the designated period. Parent/guardian may submit one, complete application, per year, per student.

REQUIRED DOCUMENTS

Parent/guardian must provide the following verifiable documentation for consideration upon application for an out-of-district transfer:

- Copy of most recent report card
- Documentation of the last two (2) semesters' attendance records (absences and tardies)
- Documentation of the last two (2) semesters' discipline records (a copy of all referrals or a "clean" record or statement) signed by a school official
- Current high school transcript (to include early credit courses taken in middle school)
- Special Education records (current IEP/FIE), Section 504 records (current Accommodation Plan), ESL records (if applicable, a record of the Home Language Survey from the home district/campus), Bilingual records (if applicable, program documentation)
- Standardized test scores (for students entering 4th grade and above)

**Incomplete applications will not be accepted.*

**PfISD will not request required documentation from the previous campus/education institution for the transfer application process.*

TRANSFER PROCEDURES

The parent/guardian will complete an online Application for Out-of-District Transfer (OOD Transfer Application). Applications are available through the Pflugerville ISD website www.pfisd.net. The parent will submit the signed application, along with required documents.

Student Affairs personnel will forward the OOD Transfer Application and required documentation to the principal of the requested campus (1st Choice) for review and initial approval. If the first choice is not approved, the OOD Transfer Application will be sent to the second choice campus.

APPROVAL

The Superintendent or designee (Executive Director for Student Affairs) will provide final approval for all OOD transfers in accordance with Board Policy FDA (Local). Factors considered will be availability of space and instructional staff and the student's disciplinary history and attendance records.

Standard Definitions:

Availability of Space and Instructional Staff – in order to meet the minimum standard in consideration of a student transfer, the following guidelines must be met:

a.) Elementary:

- PreK students must have prior approval and enroll through the Department of Federal and State Programs. Transfer applications for Pre-K students cannot be accepted via Student Affairs.
- Kindergarten through Fourth Grade classrooms are open to transfers if they do not exceed the 19:1 class-size ratio.
- Fifth Grade classroom ratios are not defined by TEA. Ratios may vary by campus within a district designated as a District of Innovation. Fifth grade classrooms are open to transfer if they do not exceed 22:1 class-size ratio.

b.) Secondary:

- Each campus may not exceed 95% of the 2020-2021 SY student enrollment projections by campus and classroom capacity.

c.) Programmatic Transfers:

- Transfers to any District-approved program must have prior approval through the department specific application process

(e.g. PreK, language-based programs, Special Education, CTE; *this is not an exhaustive list.*)

Student Disciplinary History

- A student should have no more than 3 discipline referrals in any school semester.
- A student should have no more than 6 discipline referrals for the previous two school semesters
- A student may not have been assigned to, attended, or otherwise withdrawn from a Discipline Alternative Educational Placement (DAEP) program or Juvenile Justice Alternative Educational (JJAEP) Program, during the previous school year, when applying for a student transfer.

Attendance Records

- A student must have attended school for at least 90% of the time that the course is offered in the previous school year in order to be considered for a transfer [FEC(LOCAL)].
- If a student has been granted credit due to extenuating circumstances from a previous school district, the parent or legal guardian of the student must present official documentation from the previous school district that clearly indicates why an exception was granted. (i.e. principal plan), only then will the application be considered for review.

*Only the Superintendent or Superintendent designee may consider approval of any transfer that does not meet the minimum Standard Definitions as aforementioned.

Parental Notification

After the above process is complete, the parent/guardian and campus principal are notified via email of the final approval/denial decision of OOD transfer.

Student Affairs personnel will enter the required information in the PfISD Student Transfers Database and PEIMS staff will enter data into TEA STS.

An OOD transfer may not be granted to a closed campus. A list of open campuses for the current school year will be maintained on the District's website under the Department of Student Affairs.

OUT-OF-DISTRICT TRANSFER AGREEMENT

Parent/guardian will be required to complete all registration documentation as required for any/all incoming students at the approved campus. An approved transfer application does not negate the requirement of the enrollment process at any campus. Proof of Residency will be required upon enrollment and the address will be reviewed, verifying a match between the address given on the transfer application and the address provided on enrollment documents. Upon enrollment at the campus, parent/guardian, student, and campus administrator will sign the District Transfer Agreement (FDA REGULATION EXHIBIT A).

RENEWAL OF OUT-OF-DISTRICT TRANSFER

All Out-of-District transfer students must reapply each year, during the designated application period.

TRANSPORTATION

Transportation is not provided for out-of-district transfers.

REVOCAION OF OUT-OF-DISTRICT TRANSFER

Revocation can be initiated by the campus principal for the following reasons:

- persistent and documented Student Code of Conduct infractions
- violation of the Student Code of Conduct that results in an assignment to the District or Juvenile Justice Alternative Education Program
- documented patterns of truancy, late arrivals, and/or late pick-up requiring the supervision of the child by school staff
- student arrest
- failure to maintain enrollment in a programmatic transfer
- *class size and/or program restrictions by campus

The District will be able to revoke a student's transfer during the academic year based on disciplinary infractions, Disciplinary Alternative Education Program (DAEP) placements, expulsions, and/or attendance. If any information is misrepresented in the transfer application or any transfer documentation, the student transfer may also be revoked. (*PflSD DOI: Amendment #5, Summer 2023)

*In cases where a campus exceeds its projected enrollment, it is possible that some transfers will need to be revoked and the transfer student will return to their home campus/district. These students are not subject to the one calendar year timeline restriction and may re-apply to an open campus during the designated application period.

APPEAL OF REVOCATION

OOD transfer revocations may be appealed in accordance with FNG (Local) and GF (Local) as appropriate.

UIL PARTICIPATION

Pursuant to the UIL athletic eligibility rules, transfer students and other students who do not reside in the attendance zone of the school at which the student attends, must be continuously enrolled in and regularly attending the school for one calendar year to gain eligibility for varsity athletic participation.