



Guidelines for Requesting an Intra-District or Out of District Transfer 2018-2019 School Year

The parents of a child currently enrolled in Pflugerville Independent School District (PfISD) or a student 18 years of age or older currently enrolled in PfISD may apply for a transfer from the student's current zoned campus to another campus by completing the on-line application. All students who were transfer students in the 2010-2011 school year (10-11 Cohort), and remain transfers continuously, will be allowed to stay in the feeder pattern they transferred into through their graduation. Siblings of these transfer students will be permitted to attend the same campuses as their brother or sister. The 10-11 Cohort will not need to re-apply yearly. Siblings will not be required to re-apply after their initial application. Special education transfers, bilingual transfers, and certain programmatic transfers such as Pre-K, PPCD, and ASCEND are approved through their respective departments. For new students to Pflugerville ISD, a transfer may be requested after the student completes at least one grading period at their zoned campus.

A student who transferred for the first time in school year 2011-2012, or later, will have to re-apply at each transition grade. Parents of these students will have to complete a new transfer request at the end of the 5th grade (before entering 6th grade) and the end of 8th grade (before entering 9th grade). The transfer request must be made to an open campus.



General, Programmatic, and Employee Transfer Window

The window will open at 8:00 AM on March 1, 2018 and applications will be accepted through 5:00 PM on March 31, 2018.

Any requests submitted outside the transfer window will not be accepted.

Intra-District Transfer will be Based on Space Availability

PfISD Policies and Procedures are used as the basis for approving all Intra-District Transfer (IDT) Applications.

- A. Students in the 10-11 Cohort will be grandfathered into their current feeder pattern through graduation, unless the parent declares a preference to return to the feeder pattern of the home zoned school. At that point they will no longer be part of the 10-11 Cohort. This will not impact the status of siblings.
- B. Students who transferred for the first time in school year 2011-2012, or later, will have to re-apply at the transition grades. Parents will have to complete a new transfer request at the end of the 5th grade (before entering 6th grade) and the end of 8th grade (before entering 9th grade). Transfer requests must be made to an open campus.
- C. A student may transfer to an **Open Campus** (a campus where transfers will be accepted). A campus is determined to be open if the projected enrollment is less than 95% of the capacity of the campus. Other criteria

that may be used on campuses that are near 95% and in high growth areas include:

- In grades K-4 transfer requests will be accepted until a grade level has reached a 19:1 student to teacher ratio of projected enrollment.
- In grade 5 transfer requests will be accepted until a grade level has reached a 22:1 student to teacher ratio of projected enrollment.
- In grades 6-12 transfer requests will be accepted up to 2% of projected grade level enrollment.

D. **Senior Only:** A student who has earned the required credits in PfISD to be classified as a senior, may continue to attend their current school in the district regardless of the zoned attendance of residence, provided the parents were legal residents when the required credits were earned. Senior transfers may be denied or revoked for any of the reasons stated in the section “**Reasons for Denying or Revoking Intra-District or Out-of-District Transfers.**”

* The District is not responsible for transportation of transfer students, except as provided by statute or policy.

Out of District Transfers

A) **Employee:** A nonresident full-time PfISD employee may request that his or her child be admitted into the PfISD schools by completing the online application. These applications must be renewed annually. Non-resident, employee transfers will be available on a tuition-free basis. The District reserves the right to place nonresident children in an Open Campus and/or refuse admittance if a school or the District reaches capacity. The District is not responsible for transportation of transfer students, except as provided by statute or policy.

B) **Senior Only:** A student, who has earned the required credits in PfISD to be classified as a senior, may continue to attend the current school in the District regardless of the zoned attendance of residence, provided the parents were legal residents when the required credits were earned. Senior transfers may be denied or revoked for any of the reasons stated in the section “**Reasons for Denying or Revoking Intra-District or Out-of-District Transfers.**”

Notification of Decision

Notification of the decision will be made by May 11 after 5 p.m. if we have a correct e-mail address. Notification will be in writing to the address provided on the application if we do not have a correct e-mail address. Where necessary written notifications will be mailed the following week.



Reasons for Denying or Revoking an Intra-District or Out of District Transfer

1. The information provided on the Application form is erroneous.
2. The requested campus is closed. These denials may not be appealed.
3. The student has a history of documented Student Code of Conduct infractions and/or commits a violation of the Student Code of Conduct, which results in an assignment to the District or Juvenile Justice Alternative Education Program. These denials may not be appealed.
4. Transfers may be revoked if there are documented patterns of truancy, late arrivals, and/or late pick-ups requiring the supervision of the child by school staff. These denials may not be appealed.
5. The principal has revoked the previous year's transfer.
6. The parent/guardian is no longer an employee of Pflugerville ISD.
7. The educational needs of the student can be met at the zoned campus.
8. In cases where a campus exceeds its projected enrollment, it is possible some transfers will need to be revoked. In these cases the last students approved will be the first students to be moved or returned to their home campus.

Questions and Answers about the IDT

This list of questions and answers has been prepared to assist parents and guardians wishing to apply for an Intra-District Transfer (IDT) for their child/children.

This question and answer list will be updated as needed.

This portion of the document is divided into the following sections:

- Section 1: Applying Policy and Law
- Section 2: Applying for Transfer Requests



SECTION 1: APPLYING POLICY AND LAW

1. Is the district required to provide a student transfer process that allows students to attend a campus other than the one to which they are zoned?

No, but the district has chosen to offer a student transfer process.

2. How do I find the governing policy on-line?

The policy governing this process may be reviewed by visiting the Pflugerville ISD Website at www.pfisd.net >Our Schools>Campus Resources>Transfers and select either the in district or out of district policy.

SECTION 2: APPLYING FOR TRANSFER REQUESTS

1. How do I initiate a transfer request for my child?

Transfers are initiated by completing the on-line application found on the Pflugerville ISD web page at www.pfisd.net >Our Schools>Campus Resources>Transfers>Transfer Application Form. If a parent does not have access to the internet, access points for the purpose of completing the application are available on PfISD campuses and at the Administrative offices.

2. How do I initiate a new programmatic transfer for my child?

Programmatic transfer requests will be included in the regular transfer application. Programmatic transfers will only be accepted to open campuses.

3. If my child is on a transfer now do I need to reapply?

Students in the 10-11 Cohort do not need to re-apply.

Students who transferred for the first time in 2011-2012, or later, are required to re-apply when they complete 5th grade and 8th grade and transition to the next level.

Parents of students in the 10-11 Cohort must notify the district if they intend to move their student back to their home feeder pattern. Those students in 5th grade or 8th grade, who continue as transfer students, must choose a middle school or high school if they attend an elementary school or middle school that feeds two schools at the next grade level.

4. How long must I reside in the district before applying for a transfer?

Students new to Pflugerville ISD must attend their home campus for at least one grading period before requesting a transfer. PfISD employees are exempted from this provision.

5. What is the process the district uses to determine whether a campus is open to accept transfers?

Projected enrollment for the campus must be below 95% of the capacity of the campus.

Elementary campuses will not accept transfers in grades when projected enrollment exceeds 19:1.

6. Will my child receive transportation services if my IDT Application is approved?

No, on an IDT Transfer, you are responsible for providing transportation for your child.

7. May I submit more than one application per school year?

No, only one application per child per school year will be accepted for consideration.

8. May I request a specific Campus on the IDT?

Yes, as long as it is an open campus.

9. May I go to a campus on my own and request/arrange for an intra-district transfer for my child?

No, the on-line application process negates the need to go to a campus unless you do not have access to the internet at home. The Administration Building and campuses will have a computer available for you to file an application. Your approval or denial notice will be sent to you and the campus by the Department of Student Affairs.

10. I have withdrawn my child from his/her zoned campus. I would like to re-enroll him/her in another PflISD School using an IDT Application and request a different campus. Will my IDT Application be approved to allow him/her to attend a different PflISD School?

No. If you have withdrawn your child from the zoned campus, you may not submit the IDT Application and request a different campus for your child. The IDT Process is for students who are currently enrolled in Pflugerville ISD.

11. If my child is moving up to middle or high school, but I want him/her to stay in the same feeder pattern as the elementary school he/she just completed rather than attend the zoned campus, do I need to complete an IDT Application?



If your student is part of the 10-11 Cohort you do not have to re-apply. You must, however, notify the Department of Student Affairs of your middle or high school selection if they are attending a campus which feeds more than one campus.

Students who are **not part of the 10-11 Cohort** must complete a new IDT application, but submitting a new application does not guarantee approval. The requested campus must be an open campus.

12. My family will be moving into a new subdivision over the summer, but my daughter wants to attend the middle school in the feeder pattern of her former elementary school because her friends will be going there. Will she be granted a transfer?

Not necessarily. The IDT application must be to an open campus.

13. May I, as a Pflugerville ISD employee, submit an IDT application for my child to attend a campus that is closer to the campus where I work?

Yes, you may apply for a transfer to an open campus closer to the campus where you work.

14. As an Aramark employee, Durham employee, or someone who holds a temporary or part-time position within PflISD (such as a substitute teacher), may I make application as an employee for my child to transfer?

No, the individuals employed by Aramark and Durham are not PflISD employees. If you live in PflISD you may complete an application during the regular transfer window.

15. How will I know when my application has been received or the status of my application?

Because of the number of applications received, it is not feasible for the Office of Student Affairs to notify you upon receipt of the application. However, every application is time and date-stamped and recorded. Upon submission, you should receive a message that the application was successfully submitted. If we have a valid email address the parent/guardian will receive an approval or denial email after 5 p.m. on May 11. Notification will be mailed the following week to those parents who do not provide an email address.

16. Will my child be permitted to participate in sports if he/she is approved for an IDT to another high school?

If your child is approved to attend another school as the result of your IDT Application, he/she may **not** participate in **varsity** level athletics for one calendar year; however, participation in JV, sophomore, or freshman level athletics is permitted.

17. Is there a chance that one of my children could be approved for a transfer to the campus I requested and the other one be denied for the same campus?

Yes, this could happen due to grade level capacity concerns.

18. When will I know if my IDT Application has been approved or denied?

An email or letter will be sent from the Office of Student Affairs on May 11 after 5 p.m. informing you of the decision. If your application is approved, the campuses involved will also be notified. When registering your child at a new campus, you **must** bring a copy of the approval letter or email with you.

Assistance

Questions and Answers about the process can be found on the district's Website. Completion of the Application form, the approval process, accessing the information on-line, or the appeals process may be directed to the Office of Student Affairs by calling 512-594-0046 or e-mailing raul.escobar1@pfisd.net. The Board Policy governing this process may be reviewed by visiting the Pflugerville ISD Website at www.pfisd.net >Our Schools>Campus Resources > Transfers.