

Pflugerville ISD  
227904

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDB  
(REGULATION)

#### INTRADISTRICT (IN-DISTRICT) TRANSFER REGULATIONS

TRANSFER  
APPLICATION

A student who wishes to attend a school other than their zoned campus shall submit application for a transfer during the designated application period as defined by the District.

Once approved, there is no need to re-apply as long as the student is continuously enrolled at the same campus. However, all continuously enrolled students must re-apply for a transfer at the following transition grades:

- 5<sup>th</sup> grade (before entering 6<sup>th</sup> grade)
- 8<sup>th</sup> grade (before entering 9<sup>th</sup> grade)

Students new to PflISD, must attend their assigned campus for nine weeks prior to requesting an Intra-district transfer. This requirement may be waived for incoming students with siblings attending the same campus.

Transfer applications must be submitted for open campuses only. 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.)

TRANSFER PROCEDURES

The parent/guardian will complete an online Application for In-District Transfer (IDT Application). Applications are available through the Pflugerville ISD website [www.pfisd.net](http://www.pfisd.net). The parent/guardian will submit the online application.

Student Affairs personnel will forward the IDT Transfer Application and any required documentation to the campus principal for signature approval.

## APPROVAL

The Superintendent or designee (Executive Director for Student Affairs) will provide final approval for all IDT transfers in accordance with Board Policy FDB (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:

- Projected enrolment for the campus must be below 95% of the capacity of the campus.
- 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 student enrollment projections by campus and campus 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, CTE, and Special Education; *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, Superintendent designee or Campus Principal may consider approval of any transfer that does not meet the minimum Standard Definitions as aforementioned.

## Parent Notification

Parent/guardian and campus principal are notified of the approval/denial of IDT 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 IDT transfer may not be granted to a closed campus during the school year for which a student has applied. A list of open campuses for the current school year will be maintained on the District's website under the Department of Student Affairs.

## IN-DISTRICT TRANSFER AGREEMENT

Parent/guardian will be required to complete all registration documentation as required for any/all incoming students at the approved campus. Upon enrollment at the campus, parent/guardian, student, and campus administrator will sign the District Transfer Agreement (FDB REGULATION EXHIBIT A).

## RENEWAL OF IN- DISTRICT TRANSFER

All approved In-District transfers are valid as long as the student is continuously enrolled at the same campus. Parents must apply for an IDT at every transition grade (see "Transfer Application").

## TRANSPORTATION

Transportation is not provided for in-district transfers.

## REVOCAION OF IN-DISTRICT TRANSFERS

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-ups 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

Revocation will be effective at the end of the semester. After a transfer revocation, the student will be ineligible to apply for an IDT for one calendar year from the date of the revocation.

\*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. 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

IDT 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.