

ADMISSIONS:  
INTRADISTRICT TRANSFERS AND CLASSROOM  
ASSIGNMENTS

FDB  
(REGULATION)

INTRADISTRICT  
TRANSFER  
REQUESTS

Students may be granted a transfer request from one campus to another campus under specific circumstances. Applications for the 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. Transfer applications for grandfathered students may be accepted as detailed below.

Transfer applications must be submitted within the timeframe designated, include all required documentation, and be in compliance with the guidelines.

CLOSED CAMPUS

The Superintendent or designee shall determine annually which campuses are open or closed for transfers. This determination will be made in the spring along with attendance boundary designations and will apply to the following school year. In making this determination, the Superintendent or designee may consider available space, instructional staff, and all relevant factors impacting the learning environment.

If a student requests a transfer to a closed campus, the student may be assigned or transferred to the closest open campus or to another campus with available space and instructional staff, as determined by the Superintendent or designee and the appropriate Executive Director. If a previously open campus is closed to transfers, current intradistrict transfer students in good standing may be approved to continue at the current campus, provided they submit a renewal transfer application within the timelines and meet transfer criteria as set forth in this regulation.

CAPPED CAMPUS  
OR GRADE LEVEL

At any point in the year, the Superintendent or designee may cap a campus or grade level at a campus to transfers and new enrollment. A campus or grade level may be capped at any time the Superintendent or designee determines the existing facilities, instructional staff, and resources cannot adequately support additional students on the campus or in the grade level.

District resident students who seek enrollment at a capped campus or grade level may be administratively transferred for the remainder of the school year to the closest open campus or to another campus with available space and resources, as determined by the Superintendent or designee and the appropriate Executive Director. At the beginning of the next school year, these students will enroll at their home campus, as determined by the District's attendance boundary designations.

CHANGE OF  
RESIDENCE

Students whose legal residence changes from one attendance zone to another attendance zone within the District once the school year has begun may apply for an intradistrict transfer as appropriate with the following exception.

HIGH SCHOOL  
STUDENTS

An eligible high school student whose legal residence changes from one attendance zone to another may choose one of the following options:

1. Enroll at the school serving the attendance zone to which he or she has moved;
2. Apply for a transfer to remain at his or her current school until the end of the current school year; or

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3. Apply for a transfer to request a one-time option to finish high school in the attendance zone from which he or she has moved. The one-time option does not apply when District attendance zones are redrawn.

ELEMENTARY  
AND MIDDLE  
SCHOOL  
STUDENTS

All eligible elementary and middle school students whose legal residence changes from one attendance zone to another attendance zone within the District once the school year has begun may remain at their current school until the end of the current school year. Parents are required to complete a transfer application in order to gain approval to remain until the end of the current school year.

CHILDREN OF  
EMPLOYEES  
OR CHILDREN OF  
EMPLOYEES  
OF DISTRICT  
CONTRACTED  
SERVICES FOR  
CUSTODIAL, FOOD,  
OR  
TRANSPORTATION

A resident District employee may request a transfer for his or her child(ren) to attend the closest open campus to the employee's worksite. For the purpose of this policy, resident employees of vendors providing contracted custodial, food, or transportation services are considered District employees, but substitutes and temporary workers are not considered District employees. The determination of the closest open campus shall be made by the appropriate designated Executive Director.

The determination of the closest open campus to the employee's worksite shall be made by the appropriate Executive Director.

If the parent's employment is terminated or the parent is reassigned mid-year, the child will be allowed to complete the current school year at the campus.

CHILDREN OF  
SERVICEMEMBERS  
OR PEACE  
OFFICERS

A servicemember or peace officer may request a transfer for his or her child to attend another open campus in the District, pursuant to Texas Education Code § 25.0344 and the District of Innovation Plan. Requests are subject to the timelines and guidelines set forth in this regulation and District policies, except that requests outside the transfer application window may be considered for the child of a servicemember when the child is moving into the District because of a parent's military assignment and enrolling in the District after the transfer window has closed.

The servicemember or peace officer is required to provide proof of current, active service or employment at the time the transfer request is made.

Requests under this section will be denied if:

1. the transfer would contribute to further overcrowding,
2. the transfer would necessitate the employment of additional staff,
3. the request is for a closed campus or a capped campus or grade level,
4. valid proof of current, active employment as a servicemember or peace officer is not provided, or
5. any other reason for denial in this regulation or District policy applies.

Transfers under this section are only available for District residents; requests for interdistrict transfers under this section will not be considered.

CHANGE IN  
ATTENDANCE  
BOUNDARY:  
GRANDFATHERED  
STUDENTS

When the District opens a new campus or makes changes to a school's attendance boundary, students who are rezoned to attend the different campus may apply for a transfer to stay at their current campus for the first year of the new campus assignment. The following student groups are eligible to be grandfathered to remain at their current campus for one year:

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1. Elementary school students who are currently enrolled in fourth grade and entering fifth grade.
2. Middle school students who are currently enrolled in seventh grade and entering eighth grade.
3. High school students who are currently enrolled in eleventh grade and entering twelfth grade.

High school students who are currently enrolled in ninth or tenth grade and entering tenth or eleventh grade may apply for a grandfathered transfer when the Superintendent or designee determines that the current campus can accommodate grandfathered transfers in these grades, considering available space, instructional staff, and all relevant factors impacting the learning environment. This determination will be made before the transfer application period opens for grandfathered students.

High school students may be grandfathered for the remainder of their high school years, if they remain eligible for the intradistrict transfer from year to year.

A student who was not enrolled at the current campus in the year preceding the boundary change does not qualify for a grandfathered transfer.

The siblings of a grandfathered student are not eligible for this type of transfer.

The District will not provide transportation for grandfathered students. Transportation will be the responsibility of the parent.

Transfer applications for grandfathered students will be accepted beginning February 1 for the upcoming school year. The deadline for applications is February 15. The Superintendent or designee may adjust this application window if Board approval of attendance boundaries does not occur before February 1.

OPENING OF NEW  
HIGH SCHOOLS

New high school facilities in NISD will open with students in grades 9 and 10 to serve students in the attendance boundary that has been established and approved by the Board. A tenth grade student who has not earned enough credits to be classified as a junior will be retained at the school he/she currently attends.

OTHER TRANSFERS

A request may be made for an intradistrict transfer to allow a sibling to attend the same school that another sibling currently attends except in the case of centrally located District programs. Parents may request a one-time option to allow siblings to complete their education at the same campus. This request may not be made in the case of rezoning.

A request may be made for a transfer to allow a sibling to attend the same school that another sibling is attending who has been assigned to a campus for the purposes of receiving special education services. A student residing in the same household as the transferred student in special education will be eligible for a transfer if the appropriate grade level for the sibling is offered at that campus.

A student with a serious medical condition, documented by a physician, may apply for a transfer if the student's identified needs cannot be met at the home campus. A student

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with a serious mental or psychological condition, documented by a psychiatrist with a medical degree, may also request a transfer if the student's identified needs cannot be met at the home campus. Students requesting a transfer based upon one of these grounds must be referred for an appropriate evaluation as dictated under federal law. Transfer decisions shall be delayed until all legal requirements have been met.

A victim of a documented physical assault may request and be granted a transfer to an assigned campus if the student committing the assault is at the victim's home campus.

If a District committee determines that documented unresolved student conflicts exist that cannot be addressed at the home campus, a transfer may be approved to an assigned campus designated by the District committee.

REASONS FOR  
DENYING  
TRANSFER  
REQUESTS

Reasons for denying a transfer include, but are not limited to, the following:

1. The approval of the transfer request would contribute to further overcrowding and/or necessitate the employment of additional staff.
2. The student has a record of poor attendance, late arrivals, late pickups, and/or disciplinary infractions.
3. The transfer request is for the purpose of participating in an extracurricular activity at the receiving campus.
4. The student has already been granted one transfer for the year.
5. Falsification of information.
6. Failure to meet application deadlines.
7. Failure to meet District criteria for transfer.

APPLYING FOR AN  
INTRADISTRICT  
TRANSFER

A parent or person standing in parental relation to any student may request, by petition in writing, the assignment of a student to a campus other than the home campus in which the student resides. An intradistrict transfer application may be obtained at any campus within the District or at the District administration building. Only one transfer may be granted in any given school year with the exception of returning to the student's home campus.

STUDENTS WITH  
DISABILITIES

Students with disabilities eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 requesting a transfer shall be considered on the same basis as all other transfers. Admission, Review, and Dismissal and 504 committees shall not address intradistrict transfer requests. These committees are only authorized to make placement decisions; they have no authority to make transfer decisions.

UIL ELIGIBILITY

Participation in UIL activities shall be in accordance with all applicable UIL regulations and Board Policy FM. Students desiring to participate in UIL varsity athletics should contact the District's Athletic Department to discuss eligibility.

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DEADLINES FOR INTRADISTRICT TRANSFERS	<p>In order to ensure continuity in the educational programs of District students, intradistrict transfer applications shall only be accepted at designated times. Applications for intradistrict transfers must be received according to established deadlines. Once the completed application is received by the appropriate designated Executive Director, the administrators of the sending and receiving schools will be contacted. Both principals shall be afforded the opportunity to provide input on the merits of the transfer in accordance with Board policy.</p> <p>The decision regarding the transfer application shall be made within five business days of receipt.</p>
EFFECTIVE LENGTH OF APPROVED TRANSFERS	<p>Once a transfer is approved, the student may remain at that campus until the student is promoted to the next 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.</p> <p>The parent/guardian may elect a one-time option to request a transfer to return to the student's home attendance zone.</p>
NOTIFICATION	<p>The parent/guardian will receive written and/or verbal notice of the decision regarding the transfer. If the transfer request is approved, the transfer shall become effective at the beginning of the next semester except in the event of rare or extenuating circumstances where an earlier effective date may be established.</p>
TRANSPORTATION	<p>The District shall not provide transportation for approved transfers. Transportation shall be the responsibility of the parent.</p>
EXCEPTIONS	<p>The District may provide transportation for intradistrict transfer students enrolled in the District if the students reside in an area currently served by an existing District bus route for the campus the student has requested a transfer.</p>
REASONS FOR REVOKING A TRANSFER	<p>A campus principal may revoke an intradistrict transfer at the end of a grading period or the end of the school year for the following reasons:</p> <ol style="list-style-type: none"><li>1. A student's repeated failure to abide by the rules specified in the Board-approved discipline management plan and Student Code of Conduct that is supported by substantial documentation of the campus' efforts to improve the student's behavior.</li><li>2. Elementary students who commit a mandatory removable offense may have their transfer revoked. Secondary students who commit discipline infractions that mandate removal to an off-campus DAEP or JJAEP shall automatically return to the home campus upon release from the DAEP or JJAEP.</li><li>3. A student has demonstrated a documented pattern of late arrivals, late pickups, and/or poor attendance.</li><li>4. Any falsification of information shall cause a transfer request to be 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.</li></ol>

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A student's transfer may not be revoked mid-year if the transfer was granted pursuant to 20 U.S.C.S. 6311(d)(1)(D) for students in schools identified by TEA for support and improvement. Revocations for these transfers must comply with federal regulations and Board Policy FDB (LEGAL).

NOTICE OF  
REVOCATION

In order to revoke an intradistrict transfer, a principal shall submit a notice of revocation of an intradistrict transfer to the parent. The notice shall inform the parent that the student's transfer shall cease to be effective at the end of the grading period or the end of the school year. Revocations at the end of a grading period require the campus principal to consult with the Executive Director of Elementary Education or the Executive Director of Secondary Education before sending notice of revocation to the parent.

APPEAL OF DENIAL  
OR REVOCATION

**Level One:** Appeals for denial or revocation of transfer shall be submitted in writing to the Executive Director of Elementary Education or the Executive Director of Secondary Education, as applicable, within three business days of the date the notice of the denial or revocation was issued. All documents and arguments supporting the appeal must be submitted in writing with the appeal. The Executive Director will issue a written decision within five business days from receipt of the appeal.

**Level Two:** A Level Two Appeal shall be submitted in writing to the Transfer Committee, comprised of three administrators, within three business days of the date the Level One decision was issued. All documents and arguments supporting the appeal must be submitted in writing with the appeal. The parent/guardian may request an in-person hearing with the Transfer Committee. The Transfer Committee will meet within 10 business days of the date of the appeal and issue a written decision within five business days of the meeting.

**Level Three:** A Level Three Appeal shall be submitted in writing to the Assistant Superintendent of Curriculum & Instruction within three business days of the date of the Transfer Committee decision. All documents and arguments supporting the appeal must be submitted in writing with the appeal. The Assistant Superintendent will issue a written decision within ten business days of receipt of the appeal. The decision of the Assistant Superintendent is final.

An appellant's failure to file an appeal within the deadlines set out in this regulation results in dismissal of the appeal and waiver of the appeal and complaint process.