
Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, including a student who receives special education services, see FDB in the local policy manual. For school safety transfers, see FDE. For bullying rising to the level of prohibited harassment, see FFH. For all other bullying, see FFI.

Intradistrict Transfer Procedures

The transfer process begins March 1 of each year. A separate application shall be required for each child. An application for intradistrict transfer shall be submitted each year.

Upon approval by the building principal, an application shall be forwarded to the appropriate assistant superintendent, who shall make a recommendation for final approval or disapproval.

A transfer shall be approved for a student in accordance with administrative guidelines:

1. An online application shall be submitted by the parent to the administration prior to a date set by the administration each year.
2. In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history records, academic records, and attendance records.
3. A school that is at or near maximum capacity in enrollment may deny an intradistrict transfer student.
4. An intradistrict transfer shall not be approved if, as a result of a transfer, the school from which the student is transferring will experience a reduction in program offerings.
5. A student may not transfer if the transfer violates eligibility rules established by UIL. A student may not transfer for athletic purposes or for any extracurricular program. A student requesting and receiving an intradistrict transfer shall not be eligible for varsity athletic competition for 12 months after the date of the transfer's enrollment.
6. After attending the school of residence for at least one full semester, a student whose transfer was rescinded may apply for a new intradistrict transfer beginning in the fall semester.
7. A student who has completed at least two years on a campus but moves out of the attendance zone prior to completing his or her senior year may receive a transfer to remain on the original campus.

8. To the extent a school has available space and instructional staff, preference in granting transfers shall be given to enable siblings to attend the same school and to enable students to continue to attend their current school through the completion of the last grade offered at that school.

Revocation of Transfer and Return to Neighborhood Campus

A student approved for an intradistrict transfer in accordance with FDB(LOCAL) and this administrative procedure shall abide by all school rules and procedures.

A student transfer may be revoked when the principal establishes that a student:

1. Has been truant;
2. Has failed to maintain satisfactory conduct;
3. Has failed to maintain passing grades;
4. Has failed to be punctual, including a documented pattern of late arrivals, late pick-ups, and/or poor attendance; or

In addition, a student who obtained an approved transfer by providing false information shall have his or her transfer revoked and shall be enrolled in the school dictated by his or her attendance zone.

When a transfer is revoked, the student's campus of residence shall be notified.

Students Who Are Victims of Bullying

If an investigation reveals that bullying occurred, the Superintendent or designee may approve a classroom or in-District transfer of the student who is a victim of bullying. Transfer of a student who is the victim of bullying will be based on the following:

Severity of the bullying incident(s).

Persistence of the bullying incident(s).

Frequency and number of incidents involved.

Number of students involved in the incident(s).

Past behavior and disciplinary history.

Likelihood of the bullying to continue.

Student response to intervention(s), including, but not limited to counseling and discipline, as applicable.

Mitigating factors related to the bullying incident(s).

Continuity of instruction.

Age and grade of placement of the student.

Time remaining in the year.

Parent Request If an investigation reveals that bullying occurred, the parent(s) of a student who is the victim of bullying may request a classroom or intradistrict transfer for his or her child. Requests must be made on the District form provided and should be submitted to the Superintendent or designee.

Students Who Engage in Bullying

If an investigation reveals that bullying occurred, the Superintendent may make a recommendation to the Board regarding the classroom or in-District transfer of the student who engaged in bullying. A recommendation to transfer a student who engaged in bullying will be based on the following:

- Severity of the bullying incident(s).
- Persistence of the bullying incident(s).
- Frequency and number of incidents involved.
- Number of students involved in the incident(s).
- Past behavior and disciplinary history.
- Likelihood of the bullying to continue.
- Student response to intervention(s), including, but not limited to counseling and discipline, as applicable.
- Mitigating factors related to the bullying incident(s).
- Continuity of instruction.
- Age and grade of placement of the student.
- Time remaining in the year.

The transfer of a student with a disability who receives special education services and who engaged in bullying may be made only by a duly constituted ARD committee under Education Code 37.004.

Boundary Revisions

When the Board adopts changes to school attendance zones resulting from boundary revisions, changes to existing high school attendance zones will apply beginning only with the incoming freshman class. Rising sophomores, juniors and seniors will continue to be assigned to attend the high schools they were zoned to attend prior to the boundary changes. Any rising sophomore, junior or senior who wishes to attend the high school in his or her new attendance zone will be given priority consideration for an intradistrict transfer if the transfer application is submitted by April 1st for the following school year. These students must submit a transfer application every year by April 1st for the following year in order to receive priority consideration for a transfer to the high school in the new attendance zone.

Priority consideration for intradistrict transfers will also be given to any rising 5th or 8th grader impacted by boundary changes who

submits an application by April 1st requesting to attend the school the student attended prior to the boundary changes.

For information regarding the assignment of students to attendance zones after the opening of new schools, see FD(LOCAL).

Transportation

Transportation will be provided by the student's family when not readily available through the school's existing bus routes.

UIL Eligibility

Unless granted a waiver by UIL, students reassigned through an intradistrict transfer will not be eligible to participate in any UIL activity, or any other activity governed by UIL rules and regulations whether or not under UIL sanctions, for a period of one year beginning with the date of enrollment in the receiving school. Ineligibility means that the student may not participate in rehearsals, workouts, or practices. [See FM for additional information regarding UIL rules and regulations]

Appeal

If a transfer request is denied, the parent/guardian or person standing in parental relation to the student may appeal the decision to the Board's designee, who shall serve as the Board's agent for the purpose of investigating the parent/guardian and student request. An appeal must be submitted on a Level One complaint form per Board Policy FNG(LOCAL). The complaint will be assigned at Level One to the Assistant Superintendent of Elementary or Secondary Education. Further appeal shall be expedited to the Board of Trustees at Level Four and will be heard in accordance with FDB (LEGAL).