

ATTENDANCE AREA	All students must attend the school in the attendance area in which the parent/guardian resides, unless a transfer is granted in accordance with policy.
TYPES OF ENROLLMENT	Spring Branch ISD has three types of enrollment; Open Enrollment, Choice, and Transfers.
OPEN ENROLLMENT SCHOOLS	Open Enrollment allows students of parents, living within the boundaries of Spring Branch, to request a transfer to a school other than to the student's zoned school.
CHOICE SCHOOLS	Choice schools are schools with specific programs. Examples of Choice Program Schools are those that offer two-way dual language and our SBISD Charter Schools (Westchester Academy for International Studies and Cornerstone Academy).
TRANSFERS	Transfer schools allow students not zoned to the school to attend on a yearly basis. Transfers are approved based upon the criteria for transfers set forth in policy.
SPECIAL ENROLLMENT PROGRAM	<p>Special Enrollment Program schools allow students to transfer under a limited-enrollment opportunity. Transfers are approved based upon specific conditions set forth in the limited-enrollment opportunity specific to that program.</p> <p>Approved transfers are authorized for one scholastic year. A transfer may be revoked during the school year for a documented pattern of the students' failure to meet any of the following criteria of satisfactory attendance, satisfactory academic performance, satisfactory behavior.</p>
PROCEDURES	Student transfer applications will be accepted during a designated time frame each year (specific dates determined annually). Intra-district resident transfers will be considered prior to interdistrict requests.
UIL ELIGIBILITY	Students transferring to a senior high school should be aware a transfer might affect eligibility for participating in some UIL activities.
NONRESIDENT TRANSFERS (Grade K–12 ONLY)	Initial requests will include a request involving a change in schools, i.e., 5th to 6th, 8th to 9th. Parents/guardians requesting a transfer will:
NEW REQUESTS	<ol style="list-style-type: none">1. Access the application online at the District website and submit online by the designated date.2. A processing fee for interdistrict transfers of \$250.00 is to be paid through the online system.3. Principal will approve/disapprove.

4. Approval/disapproval communication will be sent by the school by the designated date.
5. Approved transfers are authorized for one scholastic year. A transfer may be revoked during the school year for a documented pattern of the students' failure to meet any of the following criteria of satisfactory attendance, satisfactory academic performance, satisfactory behavior.
6. Criteria for approvals of transfers will be based upon:
 - a. Space available in the school
 - b. Space available in the grade level
 - c. Space available in specialty classes and special programs, if applicable
 - d. Satisfactory attendance (including tardies)
 - e. Any falsification/misrepresentation of information shall cause the application for transfer to be denied and/or revoked. In addition, falsification of documents or records is a criminal offense and subject to fines under Section 37.10 of the Penal Code.
 - f. Student must be performing satisfactorily in academics with passing grades.
 - g. Student's conduct must be satisfactory with no violations of the Code of Conduct [Levels III, IV, and/or IV].
 - h. Parent must provide transportation to and from school and ensure students arrive at school and are picked up from school on time.
 - i. A transfer may be revoked for a documented pattern of late arrivals, late pick-ups, and/or poor attendance. A transfer may also be revoked if the student's continued enrollment at the campus requires additional staff and/or facility space.
7. Approval of a transfer does not guarantee UIL varsity athletic eligibility.
8. If special services for student are not available at the receiving campus, the transfer may be rescinded.

**RENEWAL
REQUESTS**

Parents/guardians requesting a transfer renewal will:

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(REGULATION)

1. Access the application online at the district website and submit online by the designated date. Principal will approve/disapprove.
2. Approval and disapproval communication will be sent from the school by designated date.
3. Submit the \$250.00 processing fee paid through the online system.
4. Approved transfers are authorized for one scholastic year.

**CHILDREN OF
NONRESIDENT
DISTRICT
EMPLOYEES**

Nonresident District employees are full-time Spring Branch ISD current employees who are active, benefit eligible and are in good standing with the District:

Access the application online at the district website and submit online by the designated date.

1. Nonresident employees may apply for a transfer for their pre-K–grade12 children into the District.
2. The District will make every effort possible to place students at the age appropriate campus where his/her parent has been assigned, or as close as possible.
3. Once a student is approved for a transfer, every effort will be made on behalf of the District to support the transfer on a year-to-year basis. All criteria must be met. A transfer may be revoked during the school year for a documented pattern of the students' failure to meet any of the following criteria of satisfactory attendance, satisfactory academic performance, satisfactory behavior.
4. Approval and disapproval communication will be sent by the designated date.
5. The processing fee will be waived for all employees.

**OPEN ENROLLMENT
WITH NO TUITION**

Nonresident parents may apply for a transfer to enroll their children on an annual basis to a District school in kindergarten–grade 12 with no tuition charge according to the following:

1. Annually, the Superintendent may designate an open enrollment period that may be extended or reopened.
2. The District shall then assign a student to the school chosen by the parent based on available space and staff capacity.
3. At the time of the application or anytime during the year, the parent shall be notified if there is no available space and/or staff capacity at the campus preferred by the parent.

A transfer shall not be approved that would limit the educational opportunities of resident students. Intradistrict transfers shall be given preference at the time of the original request, prior to the open enrollment period, and prior to any extended or reopened enrollment period, over interdistrict transfers.

**CHANGE IN
RESIDENCE**

If a resident student becomes a nonresident student during the school year, the student is eligible to apply for an interdistrict transfer. If approved, all criteria will apply:

**CONSIDERATIONS
FOR APPROVAL**

1. Space must be available in:
 - a. School;
 - b. Grade level;
 - c. Specialty classes, and
 - d. Special programs if applicable.
2. Satisfactory attendance (including tardies).
3. Students must be performing satisfactorily in:
 - a. Academics passing grades;
 - b. Conduct/behavior must be satisfactory; and
 - c. No violations of the Code of Conduct [Levels III, IV, and V].
4. Transportation.

The parent must provide transportation to and from school and ensure students arrive at school and are picked up from school on time.
5. IDEA requires the district to provide students a free appropriate education (FAPE). The ARD committee develops the IEP for the student and determines the placement in which it can be implemented in the least restrictive environment (LRE). It is the duty of the ARD committee to develop an appropriate placement for the student.

**TRANSFERS NON-
RENEWED**

The principal may non-renew a transfer at the end of the year for any of the criteria below:

1. Misrepresentation of residence on enrollment documents.
2. Taking into consideration space, including the enrollment of a campus at the start, as well as throughout the school year. In elementary, calculations at each grade level are taken into consideration.

3. Attendance must be satisfactory. Unexcused absences, tardies, as well as excessive absences are considered.
4. Conduct/behavior must be satisfactory.
5. Academic student performance must be satisfactory.
6. Punctuality at arrival and dismissal times: It is the responsibility of the parent to ensure students arrive to school and are picked up from school on time.

**OTHER
INFORMATION**

A list of schools with possible space by grade levels will be available on the District's website. Some grade levels and programs may not have space even though the school may have space.

For students currently on transfer status and requesting a transfer to the same campus, schools will notify and provide parents with information regarding the transfer process.

For families that reside in a district identified opportunity transfer sections, the office of Department of Administration may grant transfers.

**WAITLIST
PROCEDURES**

After the first nine weeks of the school year, all SBISD Choice schools may not accept students from the waitlist.

Any questions or concerns please contact:

Spring Branch Independent School District
Administrative Services
955 Campbell Road
Houston, TX 77024
(713) 464-1511

Ask for the office of Department of Administration.