

INITIAL
ASSIGNMENT

A student shall be initially assigned to a school in the attendance area in which he or she resides. A student's legal residence, for the limited purpose of establishing attendance zone, is the location and address of the domicile for the primary custodial parent and/or guardian of the student. The domicile should be the fixed, permanent, and principal home of the student for legal purposes and is documented by a utility bill (gas, electric, or water), lease agreement, or a mortgage statement, FDB(LOCAL) in the name of the parent/guardian.

APPLICATION

New Intradistrict requests will be accepted by the office of Student Admissions/Schools of Choice beginning November 1st through December 15th. Consideration will be for placement beginning the Fall semester. Submission may be in person, USPS mail or via email and must include current proof of address for the student's parent/guardian and picture identification.

PROCESS

When reviewing student transfer requests, the Ector County ISD will consider each request on an individual basis; however, these guidelines are in place to ensure consistency and transparency in our process.

Except as otherwise required by law, in evaluating a request for transfer, the following criteria shall be considered:

- **Space availability in the school to which the student has requested to be transferred;**
- **Student's needs (i.e. documented medical or physical well-being of the student);**
- **Parent's employment status with the District;**
- **Student's academic, behavioral, and attendance history;**
- **Student will be entering grades 5, 8, or 12 in their current school;**
- **Student moved to a different attendance zone after the first ten days of the semester;**
- **Student's need for an instructional service not provided at their assigned attendance zone; and/or**
- **Extraordinary and compelling circumstances.**

GENERAL

Due to the rapid growth in ECISD, student transfer requests to campuses projected at or above 90% capacity will be denied unless significant extenuating circumstances exist.

1. **All approved student transfers are valid for current and subsequent school years. A parent and student who accepts a transfer shall agree to abide to the following:**

ADMISSIONS
INTRADISTRICT TRANSFERS

FDB
(REGULATIONS)

- a. Consecutive enrollment;
 - b. Prompt and regular attendance;
 - c. Good conduct and behavior;
 - d. Satisfactory academic progress; and
 - e. Parental support.
2. An approved transfer does not guarantee a future transfer to a feeder campus. The middle school and high school you attend is determined by the address, not the elementary or middle school the student attends.
 3. A transfer approval for a student does not in any way create an agreement to transfer their siblings. Siblings must meet the transfer eligibility criteria.
 4. Siblings of students who require an instructional service not provided at their assigned attendance zone, will be considered for a hardship transfer.
 5. Transfer requests will only be accepted for extenuating circumstances and safety concerns after the start of the school year. Parents and students are to access all available campus intervention before requesting a transfer.
 6. Parents will assume responsibility for transportation of ALL transfer students unless otherwise required by law.
 7. District may close transfers at any time during the school year due to high enrollment, lack of space, staffing capacity, and special dates for testing in an effort to minimize disruption to the education setting.

APPEALS

A committee appointed by the Superintendent shall review and may approve transfer requests based on reasons not specifically stated in local Board policy.

All decisions concerning transfers shall be made in writing to the person requesting the transfer. Any decision by the Transfer Appeal committee may be appealed to the Board by submitting a written request for a hearing within ten business days from the date on the notification letter. The hearing shall be conducted according to procedures outlined in policy FDB(LEGAL).

REVOCATION

A student's transfer can be revoked by the campus or District administration if there is a violation of the transfer contract and/or the Student Code of Conduct. Revocation can only occur at the end of a grading cycle, as long as dates are not adjacent to testing; and only after documented due process has been afforded to the parent and student.

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Once a transfer has been revoked, the transfer privilege will no longer be available for that individual student.

SCHOOLS WITH
STANDARD
ATTIRE

A parent/guardian of a student assigned to attend a school at which students are required to wear standard attire may choose for the student to be exempted from the requirement or to transfer to a school at which students are not required to wear standard attire and at which space is available if the parent or guardian provides a written statement that, as determined by the Board, states a bonafide religious or philosophical objection to the requirement.