ATTENDANCE AREA All students must attend the school in the attendance area in which the parent/guardian and student resides, unless a transfer is granted.

TYPES OF ENROLLMENT Spring Branch ISD has three types of enrollment; Open Enrollment, Choice, and Transfers.

OPEN ENROLLMENT SCHOOLS

CHOICE 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 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 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.

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.

PROCEDURES Student transfer applications will be accepted during a designated time frame each year (specific dates determined annually). Intradistrict 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.

NEW REQUESTS Initial requests will include a request involving a change in schools, i.e., grades 5–6 or grades 8–9. Parents or guardians requesting a transfer will:

1. Access the application online at the District website and submit online by designated date.
2. Principal will approve/disapprove.
3. Approval/disapproval communication will be sent by the school by designated date.

4. 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.

RENEWAL REQUESTS Parents/guardians requesting transfer renewals will:

1. Access the application online at the District website, submit online, and print a copy by the designated date.
2. Principal will approve/disapprove.
3. Approval and disapproval communication will be sent from the school by the designated date.
4. The District will make every effort possible to support renewal transfers.
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.

ELIGIBLE EMPLOYEES Eligible employees are full-time Spring Branch ISD current employees who are active, benefit eligible and are in good standing with the district. Children of employees are defined as "biological" to the employee or "guardian" to the employee by order of a court. Transfers of children may be revoked during the school year if the parent is no longer an employee of the district.

1. Access the application online at the district website and submit online by designated date.
2. Nonresident employees may apply for a transfer their pre-K–grade 12 children into the District.
3. The District will make every effort possible to grant a transfer request to a student at the age-appropriate campus where his or her parent has been assigned or as close as possible.
4. 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.

5. Approval and disapproval communication will be sent from the school by the designated date.

CAPPED CAMPUSES

When a campus becomes capped, students currently enrolled at the campus on transfer status and who are in good standing regarding the criteria will be allowed to continue on transfer status for the upcoming years if space permits.

Siblings of students on transfer **may** receive preference in attending the same school on transfer status during the same school year in which a sibling is assigned, and where such sibling has previously attended. However, transfers are not guaranteed for the sibling and criteria must continue to be met and space available.

CHANGE IN RESIDENCE

If during the school year a student's home zoned residence changes, attendance for the remainder of grades 5, 8, or 12 will be granted. Appropriate intradistrict or interdistrict transfer applications must be submitted and criteria will apply.

If during the school year a student's home zoned residence changes in grades other than 5, 8, or 12, the student will be eligible to apply for an interdistrict transfer. If approved, the following considerations for approval will apply:

CONSIDERATIONS FOR APPROVAL

1. Space must be available in:
   - School;
   - * see CAPPED CAMPUSES above
   - Grade level;
   - Specialty classes; and
   - Special programs, if applicable.
2. Satisfactory attendance (including tardies).
3. Students must be performing satisfactorily in:
   - Academics— passing grades;
   - Conduct—Behavior must be satisfactory; and
   - No violations of the Code of Conduct [Levels III, IV, and V].
4. Transportation

   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. Space: this takes into consideration the enrollment of a campus at the start as well as throughout the school year. In elementary, calculations at each grade level will be taken into consideration.
3. Attendance must be satisfactory. Unexcused absences, excessive tardies, as well as excessive absences, will be considered.
4. Overall 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 PROCEDURE

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

FAMILIES DISPLACED BY HURRICANE HARVEY

The Superintendent or designee shall be authorized to investigate and approve intradistrict transfers under the Harvey Guarantee.

The last day of school before Hurricane Harvey was August 25, 2017. Displaced families that meet the following criteria are granted the Harvey Feeder Pattern Guarantee:

- For residents in SBISD on August 25, 2017, and had a child attending an SBISD school to which the family was zoned as of that date, and
- Have submitted a Student Residency Questionnaire (SRQ) by June 1, 2018, affirming the family's displaced status that has been approved by SBISD Department of External Funding, and
- Have submitted a Harvey Guarantee Transfer Request on the District webpage.

For families who meet the above criteria, the Harvey Guarantee:

- Ensures all children in a displaced family the same feeder pattern to which they were zoned as of August 25, 2017, regardless of whether or not the family moves back to that address or attendance zone.
- Applies for the educational life of all children in the family including elementary, middle, and high school.
- All siblings born on or before August 25, 2017 are eligible for the Harvey Guarantee.

Applies to displaced families residing in the SBISD attendance zone on August 25, 2017.

Note: If a family has received a Harvey Guaranteed feeder pattern transfer for their child but lives in a residence that is a different feeder pattern, the family has the choice as to where the child can attend school. Changes need to be made at the beginning of the school year.

BOUNDARY CHANGES/ATTENDANCE ZONES

The Board of Trustees approves school boundaries and attendance zones and will designate the year changes will take effect.

A grandfather clause applies for all currently enrolled students attending an impacted campus. Students are allowed to be grandfathered at their current school of attendance with the following provisions:

1. The student must be an enrolled student at the campus the school year prior to the implementation of the boundary change.

2. The student must be continuously enrolled at the campus.

3. The student's family must complete an intradistrict transfer every year as posted.

4. Transportation will not be provided by the school district.

5. The student must remain at the impacted address to be eligible for the grandfather clause.

A grandfather clause only applies to students currently enrolled at the specific campuses impacted by boundary revisions approved by the Board of Trustees. This does not include siblings, family members, or new residents. However, in the district's efforts to keep families together, siblings may apply for an intradistrict transfer during the regular transfer period.

Students matriculating from 5th to 6th grade or 8th to 9th grade will not be a part of the grandfathering clause and will attend the newly zoned middle or high school.

PREKINDERGARTEN BOUNDARIES

Prekindergarten boundaries are subject to annual enrollment and programmatic changes with Superintendent or designee approval; therefore, the grandfather clause does not apply.