

ADMISSIONS
INTRADISTRICT TRANSFERS

FDB
(REGULATION)

See the following pages for guidelines regarding student transfers:

Regulation A: Intradistrict Transfers and Classroom Assignments — 4 pages

Regulation B: Intradistrict Transfers During the First Year of Implementing New Attendance Zones —
3 pages

Regulation C: Elementary Attendance Zones - 3 pages

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(REGULATION)

FDB(REGULATION-A)

Note: This regulation does not apply during the first year of implementing new attendance zones. See FDB(REGULATION-B).

**Approval of
Intradistrict
Transfers**

A parent or legal guardian may apply for a voluntary intradistrict transfer of an elementary student who resides in one attendance zone to transfer to another attendance zone school within Highland Park ISD.

Priorities

District priority is given to these basic concepts:

- Keeping students in their attendance zone school
- Keeping elementary siblings together
- Making decisions based on existing class size practices.

Best Interest

Approval of a voluntary intradistrict transfer request made in the "best interest" of a student will be based on the following considerations:

1. Students who want to remain in a school after moving into another attendance zone.
2. Students who are voluntary transfers approved in the previous year and who want to remain at the current transfer school.
3. Students with other extraordinary and compelling circumstances on a first-come, first-served basis.

Application

Application for a voluntary intradistrict transfer is made by completion and submission of FDB(EXHIBIT-A) to the principal's office of the student's attendance zone school or the school to which the student is applying for transfer.

The application for the student's transfer into an elementary in another attendance zone for the next school year may be submitted beginning the first business day in May. Applications will be date/time stamped and collected at the campus until the elementary campuses close in June for the summer break.

Decision Process

Prior to the summer closing, applications are reviewed for completeness and appropriateness. Recommendations are made by both the sending campus principal and the receiving campus principal. The applications are then sent to the office of the director of

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(REGULATION)

student and administrative services who organizes the requests by grade level on a spreadsheet for processing in early August, being mindful of the dates for Back to School Signup.

After the elementary campuses reopen from the summer break, resident student enrollment numbers from the summer are confirmed. Campus staff and administration then review the voluntary intradistrict transfer requests in collaboration with the director of student and administrative services.

Based on space remaining at the grade level at the requested school, each intradistrict transfer request is processed in this order:

1. Transfer students approved the previous year and applying for a second school year.
2. New transfer student applicants in date/time stamped order.
3. New transfer student applicants with siblings will be placed in the same school with available space. A parent, in unique circumstances, can choose to split the students between elementary campuses, but this is highly discouraged by the district.
4. Students for whom space is not available may be retained on a wait list. In the interim, a place is confirmed for the student at another Highland Park ISD elementary. If space later becomes available, the parent will be offered the opportunity to consider the space. If the offered space is not accepted by 4 p.m. the next business day, the next wait list applicant will be offered the opening.

Exceptions

Intradistrict transfers are valid for one school year with the exception of the following situations:

1. If the involuntary transfer student elects to remain at the same campus for a second year, the student will become a resident of that campus for future enrollment purposes.
2. A voluntary intradistrict transfer student approved for two school years or more will become a resident of that campus for future enrollment purposes.
3. If a third-grade student moves into a new attendance zone, the student will be allowed to continue in fourth grade at the current school rather than have to apply for a voluntary intradistrict transfer to remain at the current school. However, if the student has younger siblings, they must enroll in the new attendance zone school.

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(REGULATION)

Limitations	The District will consider only one request for an intradistrict transfer per student per school year, unless the student's circumstances have materially changed since the last request.
Notification	Parents are typically notified of their student's transfer status by a phone call from campus personnel by the end of the first week in August. Written approval or denial is mailed to the parent's home by the director of student and administrative services with a copy sent to the campus for the student's file.
Enrollment Timeline	The elementary school enrollment timeline will be as follows:
January	• Students who qualify under the grandfather clauses are identified and included in campus numbers. • Current involuntary transfer students declare their campus preference for the next school year. Decisions are sent to the requested campus. • Involuntary transfer students and their siblings who want to continue at the same transfer campus are included in the transfer campus numbers. • Current involuntary transfers wanting to return to the attendance zone campus are included in attendance zone numbers on a space-available basis.
February	• Current voluntary transfer students on a transfer campus are included in the attendance zone numbers for the next school year.
Last Tuesday in February	• Round-up is held for new students enrolling for the next school year.
End of February	• Current resident students declare their intent to return or withdraw for the next school year.
March	• Current involuntary transfers wanting to return to the attendance zone campus are included in attendance zone numbers on a space-available basis.
April	• On a space-available basis, a predetermined number of spaces are reserved for late attendance zone move-ins.
May	• Enrollment and wait lists are confirmed. • Students being retained are permitted to request a transfer to another campus on a space-available basis.
May – June	• All new voluntary intradistrict transfer forms are date/time stamped and accepted at the attendance zone school through the elementary campus closing date in June.

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(REGULATION)

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| June | <ul style="list-style-type: none">• Status of wait-listed students is confirmed.• New voluntary transfer forms with principals' recommendations are submitted to the student and administrative services director. |
| August | <ul style="list-style-type: none">• Campus personnel process resident student enrollment packets received during the summer.• Wait-listed students becoming involuntary transfers are notified and directed to the newly assigned district school with available space. Student files are transferred.• Decisions are mailed to the parent/guardian approving or denying new voluntary intradistrict transfer requests. |

ADMISSIONS; INTRADISTRICT TRANSFERS DURING THE FIRST YEAR
OF IMPLEMENTING NEW ATTENDANCE ZONES
FDB(REGULATION-B)

FDB
(REGULATION)

Note: This regulation only applies during the first year of implementing new attendance zones. For all other years, see FDB(REGULATION-A).

Criteria

The following criteria have been established for redrawing elementary school attendance boundaries:

- Attempt to evenly balance the numbers of K-4 students based on enrollment relative to building capacity considering number of sections, number of students, and percent of capacity;
- Create a boundary plan with long-term viability taking into account projected enrollments for at least 3-5 years;
- Create a boundary plan that provides efficiencies for operations (fiscal considerations); and
- Create a boundary plan that provides contiguous attendance areas.

To ensure the board decision on new boundaries is implemented pursuant to the criteria, the district will use a revised timeline and limited exception transfer process set forth below for transfer requests that will be in effect the first year of implementing new attendance zones.

**Limited
Exceptions**

All intradistrict transfers during the first year of implementing new attendance zones will be limited to the exceptions stated in FDB(LOCAL).

A voluntary intradistrict transfer student approved for two school years or more will become a resident of that campus for future enrollment purposes.

If a third-grade student moves into a new attendance zone, the student will be allowed to continue in fourth grade at the current school rather than have to apply for a voluntary intradistrict transfer to remain at the current school. However, if the student has younger siblings, the siblings must enroll in the new attendance zone school.

Siblings of students who require a special program placement (limited to the ESL program or special education programs only offered at limited campuses) will be able to submit a transfer request to attend with their sibling. [See FDB(LEGAL)]

**Application
for Early
Decision
Requests**

Parents must use the online Application for Early Decision Transfer Requests form available on the school district's website. The Student Services office will process all applications.

ADMISSIONS; INTRADISTRICT TRANSFERS DURING THE FIRST YEAR
OF IMPLEMENTING NEW ATTENDANCE ZONES

FDB
(REGULATION)

Parents may submit Early Decision Transfer Requests beginning the first day of classes in January. Online application forms will be accepted until 11:59 PM on the third Friday in January.

Transfer requests received after the third Friday in January will be considered pursuant to the application procedures in FDB(LOCAL).

**Decision
Process
for Early
Decision
Transfer
Requests**

A district-level committee of district and campus administrators will consider all applications for Early Decision Transfer Requests.

Decisions will be made based on exceptions listed in FDB(LOCAL).

**Early
Decision
Transfer
Request
Notification**

The District Committee will notify parents via email of the District Committee's decision regarding the Early Decision Transfer Request no later than fifteen business days after the third Friday in January.

**Appeals in a
New
Attendance
Zone Year**

If the District Committee denies an intradistrict transfer request, parents may, by written petition, appeal the District Committee's decision to the Board of Trustees. [Texas Education Code 25.033] [See FDB(LEGAL)]

**Transfer
Request
Timeline**

The timeline during a New Attendance Zone year will begin the school year prior to implementing the new zones as outlined below.

January

- Online Intent Forms to attend or leave HPISD schools are sent to all HPISD elementary families.
- Families with a student who is currently involuntarily transferred and families with current 3rd graders who are impacted by the boundary changes will also receive an online Declaration Form to indicate their preference to remain at the current campus or attend the newly assigned campus.

Third
Friday in
January

- Online applications for Early Decision Transfer Request during a New Attendance Zone Year are due by 11:59 PM.
- Online Intent and Declaration Forms are due.

ADMISSIONS; INTRADISTRICT TRANSFERS DURING THE FIRST YEAR
OF IMPLEMENTING NEW ATTENDANCE ZONES

FDB
(REGULATION)

Fifteen
business
days after
the third
Friday in
January

- District Committee will notify parents of its decision regarding any Early Decision Transfer Request received by the third Friday in January.

Five
business
days after
receiving
Committee
decision

- Recommended timeline for parents to submit a petition (with or without a request for hearing) to the Board of Trustees for reconsideration of an Early Decision Transfer Request decision. [See FDB(LEGAL)].

Limitations

The District will consider only one request for an intradistrict transfer per student per school year, unless the student's circumstances have materially changed since the last request.

Note: Petitions must be considered by the Board of Trustees within 30 days of receipt in accordance with Board policy FDB(LEGAL).

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(REGULATION)

FDB(REGULATION-C)

**Elementary
Attendance Zones
Armstrong**

The John S. Armstrong Elementary School attendance zone consists of all property within the following boundary: starting at the intersection of University and Haynie; south on Williams to the point where the Turtle Creek crosses the northern boundary of the Dallas Country Club; south along Turtle Creek to the District Boundary at Turtle Creek Bend; north and east along the District Boundary to a point on the District boundary halfway between Milton and Westminster; west to Boedeker; south to a point halfway between Daniel and Rosedale; west to Airline; south to Daniel; west to the intersection of Daniel and Golf; south on Golf to the intersection of Golf and Haynie; south and west along Haynie to the intersection of University and Williams, the point of origin.

Beginning
2020-2021

Beginning school year 2020-2021, the John S. Armstrong Elementary School attendance zone will consist of all property within the following boundary: beginning at the intersection of McFarlin Blvd. and Williams Pkwy. at Turtle Creek, south along the west side of Turtle Creek to the District boundary at Turtle Creek Bend, north and east along the District boundary to a point on the District boundary north of University Blvd. and North Central Expressway, west on the north alley of University Blvd. to Durham St., south on Durham St. to University Blvd., west on University Blvd. to Airline Rd., north and west on Airline Rd. to Daniel Ave., west on Daniel Ave. to Hillcrest Ave., south on Hillcrest Ave. to McFarlin Blvd., west along the median on McFarlin Blvd. to Williams Pkwy., the point of origin.

Boone

Beginning school year 2020-2021, the Michael M. Boone Elementary School attendance zone will consist of all property within the following boundary: beginning at the intersection of Hillcrest Ave. and Northwest Pkwy., south along Hillcrest Ave. to the alley between Hanover St. and Purdue Ave., east along the alley to Airline Rd., south on Airline Rd. to Daniel Ave./Airline Rd., southwest on Daniel Ave. to University Blvd. to Durham St., north along Durham St. to the alley north of University Blvd., east along the alley north of University Blvd. to the intersection of North Central Expressway, northeast along the west side service road of North Central Expressway to Milton Ave., east on the north side alley of Milton Ave. to Olin Ln., north on Olin Ln. to Lovers Ln., east on Lovers Ln. to the west service road of North Central Expressway, north along the west service road to the district boundary on the north alley of Southwestern Blvd., west along the north alley on Southwestern Blvd., east to the District boundary at a point between Durham St. and

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(REGULATION)

Boedeker St., north to Northwest Pkwy., west to the intersection of Northwest Pkwy. at Hillcrest Ave., the point of origin.

Bradfield

The John S. Bradfield Elementary School attendance zone consists of all property within the following boundary: beginning at the intersection of Lovers Lane and the Dallas North Tollway, south along the North Dallas Tollway to the intersection of the North Dallas Tollway and Lemmon, south along the district boundary to Turtle Creek, north along Turtle Creek to Williams, north and east along Williams to the intersection of University and Haynie, north and west to the intersection of Glenwick and Turtle Creek, north and west to a point on the property line of 6905 Vassar Dr. and 6601 Turtle Creek Blvd. which lies directly south of the property line between 3901 Lovers Ln. and 7045 Vassar Dr., north to the point where the property line of 3901 Lovers Ln. and 7045 Vassar Dr. adjoins Lovers, west to the District boundary at Lovers and the North Dallas Tollway, the point of origin.

Beginning
2020-2021

Beginning school year 2020-2021, the John S. Bradfield Elementary School attendance zone will consist of all property within the following boundary: beginning at the intersection of Lovers Ln. and the Dallas North Tollway, south along the east side of the Dallas North Tollway to the intersection of the North Dallas Tollway and Lemmon Ave., south along the District boundary to Turtle Creek, north along Turtle Creek, west to McFarlin Blvd. and Williams Pkwy, west on McFarlin Blvd. to Shannon Ave., north on Shannon Ave. to the north alley of McFarlin Blvd., west to Preston Rd., north on Preston Rd. to Druid Ln., west on Druid Ln. to Westchester Dr., south on Westchester Dr. to Emerson Ave., west on Emerson Ave. to Douglas Ave., north on Douglas Ave. to Lovers Ln., west on Lovers Ln. to the Dallas North Tollway, the point of origin.

Hyer

The Robert S. Hyer Elementary attendance zone consists of all property within the following boundary: beginning at the intersection of Lovers Lane and the North Dallas Tollway, east to the intersection of Lovers Lane and Tulane, north to a point halfway between Purdue and Hanover, east to Baltimore, north to the point halfway between Southwestern and Greenbrier, east to the District boundary at a point between Durham and Boedeker, north to Northwest Highway, west to the northwest corner of the District at the intersection of Northwest Highway and the North Dallas Tollway, south to the intersection of Lovers Lane and the North Dallas Tollway, the point of origin.

Beginning
2020-2021

Beginning school year 2020-2021, the Robert S. Hyer Elementary School will consist of all property within the following boundary: beginning at the intersection of Northwest Pkwy. and the Dallas North

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(REGULATION)

Tollway, south along the east side of the Dallas North Tollway to the intersection of Lovers Ln., east on Lovers Ln. to Preston Rd., north on Preston Rd. to the alley on the north side of Purdue St., east along the alley to Baltimore Dr., north on Baltimore Dr. to Southwestern Blvd., east down the center of Southwestern Blvd. to Hillcrest Ave., north on Hillcrest Ave. to Northwest Pkwy., west on Northwest Pkwy. to the Dallas North Tollway, the point of origin.

University Park

The University Park Elementary School attendance zone consists of all property within the following boundary: starting at the intersection of Lovers Lane and Tulane, east to the point where the property line of 3901 Lovers Ln. and 7045 Vassar Dr. adjoins Lovers, south to a point on the property line of 6905 Vassar Dr. and 6601 Turtle Creek Blvd., south and east to the intersection of Glenwick and Turtle Creek, south and east to the intersection of University and Haynie, north and east along Haynie to the intersection of Haynie and Golf, north on Golf to Daniel, east on Daniel to Airline, north to a point halfway between Daniel and Rosedale, east to Boedeker, north to a point halfway between Milton and Westminster, east to the District boundary between Willard and Central Expressway, north and east along the District boundary to a point north of the intersection of Southwestern and Central Expressway, west to Baltimore, south to a point halfway between Purdue and Hanover, west to Tulane, south to the intersection of Lovers and Tulane, the point of origin.

Beginning
2020-2021

Beginning school year 2020-2021, the University Park Elementary School attendance zone will consist of all property within the following boundary: beginning at the intersection of Lovers Ln. and Douglas Ave., south on Douglas Ave. to Emerson Ave., east on Emerson Ave. to Westchester Dr., north on Westchester Dr. to Druid Ln., east on Druid Ln. to Preston Rd., south on Preston Rd. to the north alley of McFarlin Blvd., east on the alley of McFarlin Blvd. to Shannon Ave., south on Shannon Ave., east along the center median of McFarlin Blvd. to Hillcrest Ave., north on Hillcrest Ave. to Daniel Ave., east on Daniel Ave. to Airline Rd., north on Airline Rd. to the alley north of Purdue Ave., west along the alley north of Purdue Ave. to Hillcrest Ave., north on Hillcrest Ave. to Southwestern Blvd., west along the center of the street on Southwestern Blvd. to Baltimore Dr., south on Baltimore Dr. to the alley north of Purdue St., west along the alley north of Purdue to Preston Rd., south on Preston Rd. to Lovers Ln., west on Lovers Ln. to Douglas Ave., the point of origin.