

HIGHLAND PARK ISD

FREQUENTLY ASKED QUESTIONS REGARDING INTERDISTRICT TRANSFERS OF ELIGIBLE EMPLOYEE CHILDREN

Which employees are eligible to apply for an interdistrict transfer for their child?

To apply for an interdistrict transfer of his/her nonresident child to attend school in HPISD, the employee must be a full-time contract professional employee. That is defined as a person employed by Highland Park ISD at least 80% per week under a certified or exempt contract. In addition, the employee must be a parent, legal guardian or other person having lawful control of the child who has retained some level of custodial rights.

Resident full-time contract professional employees are eligible to request an elementary school transfer for his/her child using the intradistrict transfer process described in policy FDB(LOCAL).

Which students are eligible for an interdistrict transfer?

Interdistrict transfers may be requested for students who are eligible to attend school in grades kindergarten through grade twelve and who meet qualifications for the 18+ Program. Transfers are not available for students in prekindergarten. Age and immunization requirements are the same as for any student; only residency is different.

How does the employee apply for his or her child?

The nonresident employee parent/guardian must annually complete an interdistrict transfer application for each student as well as submit the required attachments via the online DocuNav link.

The 2026-2027 application link can be accessed [HERE](#). To be complete, please be sure to include all required attachments with the submission.

When are applications accepted?

Current employee: A current employee will be permitted to submit an application for his/her nonresident student's transfer into Highland Park ISD for the next school year beginning Wednesday, May 1, 2026 through the 45th day prior to the start of instruction. Applications for 2026-27 will be considered timely if received by July 05, 2026. Late applications will be considered after the applicants who applied within the deadline have been processed, as space permits.

New hire: A newly hired full-time contract professional employee who is hired after the application window is required to submit their transfer within thirty calendar days of his/her hire date.

What is the timeline for processing applications?

After resident student enrollment numbers are confirmed in late July prior to the close of Back to School Sign Up, class size ratios will be reviewed to determine availability for the transfer of eligible employee children at each grade at each campus. This determination will be based on elementary class sections of 23:1 with one section at 24:1. No grade level will be filled to capacity with nonresident students.

What is the district's process for making the decision?

Each interdistrict transfer will be reviewed by campus and district-level administrators which will include the director of student services. Decisions will be made based on the

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utilization of a rubric to evaluate eligibility of the student based on the factors identified in policy FDA(LOCAL) and consideration of the impact on class size ratios.

After obtaining the most recent enrollment numbers, acceptance of interdistrict transfer requests for students of eligible employees will be prioritized in this order:

Nonresident students approved the previous year and applying for a new school year;

New nonresident student applicants with siblings already attending the same school in HPISD;

New nonresident student applicants with siblings already attending another school in HPISD;

New nonresident student applicants in date-time receipt order.

Students who qualify, but for whom transfer space is not available, may be placed on a wait list. If an opening later becomes available, the parent will have the opportunity to consider the opening. If the offered opening is not accepted by 4 p.m. the next business day, the next wait list applicant will be offered the opportunity.

How is an elementary campus placement decided?

In elementary school, an application will first be reviewed for availability at the parent's first choice campus. If space is unavailable there, the parent will be offered space available at the other elementary campuses as available and as prioritized by the parent in the interdistrict transfer application.

How is UIL participation impacted by an interdistrict transfer?

UIL participation is not a factor in the decision. However, the parent is encouraged to thoroughly investigate the impact of the transfer on his/her own student's participation in a UIL activity.