

ADMISSIONS
INTRADISTRICT TRANSFERS AND
CLASSROOM ASSIGNMENTS

FDB
ADMINISTRATIVE REGULATION

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, including a student who receives special education services, see FDB(LOCAL). For school safety transfer, see FDE(LOCAL). For bullying rising to the level of prohibited harassment, see FFH(LOCAL). For all other bullying, see FFI(LOCAL).

TRANSFER
REQUESTS FOR
ALL STUDENTS

An enrolled 10th-12th grade student who has been on their zoned high school campus for one full school year, but moves within the boundaries of the District, which changes their zoned high school campus, may apply one time only for an in-district transfer to remain at their current high school campus provided they meet District transfer attendance, academics, and discipline criteria.

Students who are withdrawn from the approved transfer campus, have their transfer revoked, or whose parents rescind the transfer request in writing, must return to the school in the attendance zone where they reside. No additional transfer requests shall be granted for that grade level band (PK-5), (6-8), and (9-12).

One approved transfer for students in each grade level band PK-5 (elementary), 6-8 (middle schools), and 9-12 (high schools) may be granted. An additional transfer request outside of the designated grade level band will not be granted unless a listed exception applies.

Siblings of transfer students are not automatically eligible for a transfer. Any sibling requesting admission must apply in accordance with the transfer policy in effect at the time of the application and must independently meet all current eligibility requirements for transfer approval.

Eligibility Criteria

Approval of transfer requests will be subject to the order received, state-mandated student/teacher ratios, campus space availability, current and projected enrollment, current class sizes, current staff allocations, academic performance, attendance history, and disciplinary history.

The approval, denial, or revocation of any transfer shall be subject to campus space and shall be determined based on the following criteria:

1. The applicant must have acceptable levels of academic performance and progress:

ADMISSIONS
INTRADISTRICT TRANSFERS AND
CLASSROOM ASSIGNMENTS

FDB
ADMINISTRATIVE REGULATION

- a. Students enrolled in grades K-1 are required to demonstrate a minimum performance level of “*Approaches Grading Standard*” in all assessed subject areas.
 - b. Students enrolled in grades 2–8 must maintain a **minimum passing average in each course**.
 - c. Students enrolled in grades 9–12 must maintain a **minimum passing average in each course for each semester**.
2. The applicant must not have school attendance that places the student at risk of losing credit or a final grade under Education Code 25.092 (*a student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered*) or cause the District to initiate truancy proceedings under Education Code 25.0951 (*if a student fails to attend school without excuse on 10 (ten) or more days or parts of days within a six-month period in the same school year – shall be referred to truancy court for truant conduct*). This includes documented late arrivals, and late pickups, and excessive tardiness.
 3. The student does not have a disciplinary history that includes serious or persistent misconduct, a removal to a Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP), or an expulsion.
 4. The applicant’s transfer does not require the District to employ additional staff or implement new or expanded programs to meet the applicant’s specific educational needs.
 5. The parent/guardian of the applicant must not have engaged in misconduct resulting in the issuance of a criminal trespass notice by the campus, the District, or the EMS ISD Police Department.
 6. The applicant and the applicant’s parent/guardian must acknowledge and consent to follow District rules, regulations.
- Approved transfer requests may be revoked for excessive disciplinary history, lack of academic progress, excessive tardiness, and excessive attendance issues (see Eligibility Criteria). The transfer request will be terminated if the student is withdrawn from the receiving campus for any reason, including a DAEP placement.

The Superintendent or designee shall have sole and exclusive discretion to determine all transfer request decisions on a case-by-case basis.

ADMISSIONS
INTRADISTRICT TRANSFERS AND
CLASSROOM ASSIGNMENTS

FDB
ADMINISTRATIVE REGULATION

UIL Eligibility

Participation in UIL activities shall be in accordance with all applicable UIL regulations and other applicable District policies and administrative regulations.

TRANSFER
REQUEST FOR
RESIDENT
EMPLOYEES

Current employees who reside within the District may request a transfer for his or her own child(ren). Each child is subject to the criteria for attendance, academic performance, and discipline history (see Eligibility Criteria). This is an online process and employees must submit a transfer request through the designated portal for each child in the designated window.

One approved transfer for students in each grade level band PK-5 (elementary), 6-8 (middle schools), and 9-12 (high schools) may be granted. An additional transfer request outside of the designated grade level band will not be granted unless a listed exception applies.

Siblings of transfer students are not automatically eligible for a transfer. Any sibling requesting admission must apply in accordance with the transfer policy in effect at the time of the application and must independently meet all current eligibility requirements for transfer approval.

Students who are withdrawn from the approved transfer campus, or whose parents rescind the transfer request, must return to the school in the attendance zone where they reside. No additional transfer requests shall be granted for that grade level band (PK-5, 6-8, 9-12) unless a listed exception applies.

Exceptions

If a district employee resigns from or leaves the District during the school year, their child(ren) may remain at the approved transfer campus until the end of the school year provided they continue to meet the eligibility criteria. All district high school athletic program participation and eligibility will be determined by UIL rules.

If the employee resigns from or leaves the District at the end of the school year, their child(ren)'s approved transfer requests will be terminated, and the student must return to their home zoned campus.

If a school employee transfers to another school or district location, the employee may request a transfer for their child(ren). All District high school athletic program participation and eligibility will be determined by UIL rules.

ADMISSIONS
INTRADISTRICT TRANSFERS AND
CLASSROOM ASSIGNMENTS

FDB
ADMINISTRATIVE REGULATION

Approval of transfer requests will be subject to the order received, state-mandated student/teacher ratios, campus space availability, current and projected enrollment, current class sizes, current staff allocations, attendance history, academic performance, and disciplinary history (See Eligibility Criteria).

An approved transfer request may be revoked for excessive disciplinary history, lack of academic progress, excessive tardiness, and excessive attendance issues (See Eligibility Criteria). The transfer request will be terminated if the student is withdrawn from the receiving campus for any reason, including a DAEP placement.

STUDENTS WHO
ARE VICTIMS OF
BULLYING

If an investigation substantiates that bullying occurred, the Superintendent or designee may approve a classroom or intradistrict transfer of the student who is a victim of bullying. The transfer of a student who is the victim of substantiated bullying will be based on the following:

- The severity of the bullying incident(s).
- The persistence of the bullying incident(s).
- The frequency and number of incidents involved.
- The number of students involved in the incident(s).
- The likelihood of bullying continuing.
- The student's response to intervention(s), including, but not limited to counseling as applicable.
- Mitigating factors related to the bullying incident(s).
- The continuity of instruction.
- The age and grade level of the student.

PARENT
REQUEST

If an investigation substantiates that bullying occurred, the parent of a student who is the victim of bullying may request a classroom or intradistrict transfer for his or her child. A transfer request should be submitted to the Superintendent or designee.

STUDENTS
WHO ENGAGE
IN BULLYING

If an investigation substantiates that bullying occurred, the Superintendent or designee may approve a classroom or intradistrict transfer of the student who engaged in bullying. A recommendation to transfer a student who engaged in bullying will be based on the following:

- The severity of the bullying incident(s).
- The persistence of the bullying incident(s).
- The frequency and number of incidents involved.
- The number of students involved in the incident(s).

ADMISSIONS
INTRADISTRICT TRANSFERS AND
CLASSROOM ASSIGNMENTS

FDB
ADMINISTRATIVE REGULATION

- The student's disciplinary history.
- The likelihood of the bullying continuing.
- The student's response to intervention(s), including, but not limited to counseling and disciplinary actions, as applicable.
- Mitigating factors related to the bullying incident(s).
- The continuity of instruction.
- The age and grade level of the student.
- The number of days remaining in the current school year.

TRANSPORTATION The transfer of a student with a disability who receives special education services and who engaged in bullying may have access to transportation only by a duly constituted ARD committee under Education Code 37.004.

Appeals Any appeal shall be submitted to the Superintendent or the Superintendent's designee. The determination issued in response to such appeal shall be final and not subject to further review or appeal.