New Caney ISD Limited Open Enrollment Guidelines and Procedures

General Guidelines for all Applicants:

Please consider the following before submitting a transfer application:

1. Approved transfers are valid for one school year. Each year an applicant must reapply and must meet transfer criteria each school year.
2. Parents/Guardians of approved transfer students must provide transportation for approved transfers.
3. If an applicant is in grades 9-12, the applicant will not be eligible for varsity athletics for one full year from the first date of attendance at an approved campus.
4. Parents are responsible for providing required documentation on transfer applications. Please gather a report card from the most recent grading period, STAAR testing results, current attendance records, and a current discipline record. Any incomplete submission will result in automatic transfer denial.
5. Transfers will be considered for grades K-12*, but students may not be able to maintain a certain feeder pattern. Transfers must be renewed annually and are based on campus capacity and enrollment of district students.
    - *For the spring semester 2026-2027 transfers will only be considered for grades K-11.
6. Intradistrict (in-district) transfers may be offered each year based on program availability.
7. When intradistrict (in-district) transfers are offered, students may only elect for intradistrict transfer once. If a transfer is revoked the student must return to their home campus.

Limited Open Enrollment

Our transfer application process is based on limited open enrollment. When determining which campuses to open the district considers the following:

- School and grade level capacity as determined by the administration
- Staffing and student to teacher ratios as determined by the administration
- Staffing and student to teacher ratio in our special education programs including but not limited to capacity in our special education classrooms and/or programs within district students receiving preference
- Future growth predictions for the specific school, classroom or program
- Other factors the district may consider to be in the best interest of New Caney ISD as determined by the administration

Based on these criteria we have determined the following campuses are open and may receive select transfers:

- New Caney High School

- Porter High School
- West Fork High School

- Woodridge Forest Middle School
- White Oak Middle School

- Highlands Elementary
- Crippen Elementary
- Sorters Mill Elementary
- Brookwood Forest Elementary
- Valley Ranch Elementary
- Tavola Elementary
- Kings Manor Elementary
- Bens Branch Elementary

Transfer Agreement

All transfer applicants must meet the criteria listed below. Once approved, students must continue to comply with these guidelines. Failure to meet these criteria may result in the revocation of transfer status at any time.

Criteria for Transfer Consideration/Continuance:

Academic Criteria:

- High School (9-12)
    - Student is on track to graduate with their cohort by credits.
    - Passing all classes from the previous academic school year.
    - Must provide a current transcript.
    - STAAR/EOC - must be Approaches, Meets, or Master level.
- Middle School (6-8)
    - Passing all classes from the previous academic school year.
    - Must provide a current report card.
    - Previous year STAAR - must be Approaches, Meets, or Master level.
- Elementary School (K-5)
    - Passing or meeting standards in all classes from the previous academic school year.
    - Must provide a current report card.
    - Previous year STAAR - must be Approaches, Meets, or Master level (grades 3-5).
    - Previous year Universal Screener-indicating grade level readiness (grades 1-2)

Attendance Criteria:

- Student must maintain a 90% or higher attendance rate during the previous semester.
- Student must not have an excessive number of early pickups or late arrivals (Excessive is more than five a grading period).
- Student must not have an excessive number of tardies (as determined by discipline referrals).
- Student may not have any credit denials due to attendance.

Discipline Criteria:

- No Juvenile Justice Alternative Educational Program (JJAEP) placements (including pending placements).
- No Disciplinary Alternative Educational Program (DAEP) placements.
- No off campus felony charges or convictions (including pending charges).
- No more than one instance of ISS or OSS for the previous school year.
- No more than five low level discipline referrals for any discipline occurrence from the previous school year.

Transfer Revocation:

Transfers will be reviewed at each grading period for all students. If a transfer is revoked the student must return to their home campus as soon as the revocation is issued. Transfers may be reviewed and revoked at any time based on the reasons listed below.

Reasons a transfer may be revoked:

1. Failure to maintain academic criteria.
2. Failure to maintain attendance criteria.
3. Failure to maintain discipline criteria.
4. Lack of parental cooperation.
5. Falsification of any enrollment documents or transfer application documents.
6. Disruption by student or parent that interferes with a campus's daily operations.
7. Any behavior the district feels does not uphold the standards and integrity of New Caney ISD.
8. If admission creates a capacity concern or an imbalance in student to teacher ratios as determined by the administration.

Once a transfer is approved the parent/guardian and student are expected to do the following:

1. Schedule a meeting with the campus registrar to complete enrollment and submit all enrollment documents.
2. Schedule a meeting with the campus counselor to review the student's academic history and build a schedule.

3. Abide by all New Caney ISD policies including the Code of Conduct and Student Handbook.
4. Re-apply for transfer yearly.
5. Maintain all criteria outlined in the Transfer Consideration and Continuance sections of the New Caney ISD Transfer Guidelines (listed above). Failure to maintain these standards will result in transfer revocation.

Policy governing transfers:

FDA (Local): Interdistrict Transfer (accepting those outside of New Caney ISD)

FDB (Local): Intradistrict Transfer (movement within district)