



Employee Option Transfers 2009-2010

Children of District Employees – Intra-district transfers

Children of District employees may transfer from the attendance zone in which they live to the attendance zone in which their employee/parent works provided that the parent is a full-time employee and space for additional students is available at the receiving campus. Requests should be filed in the Office of Student Services within 30 days of the assignment of personnel. New requests and/or renewal of employee intra-district transfer requests shall occur annually and prior to April 1 for the following school year. They must be renewed each year.

Employee children transfers shall be for kindergarten through grade 12.

Children of District employees hired prior to **March 29, 2005** who were enrolled in a District school in the 2004-2005 academic year, shall be eligible to continue in the school of their choice as long as they have continuous enrollment, the employees remain with the District and have no break in service, and the space for additional students is available at the receiving campus. Transportation is not provided for students who obtain an intra-district (child of employee) transfer.

Employee Option intra-district transfer applications are posted at www.mansfieldisd.org on the Campus Support/Student Services homepage.

Children of Nonresident District Employees – Inter-district transfers

Employee Option transfers are not permitted for employees that live outside the school district except as provided below:

Children of nonresident employees **employed by the District by August 10, 1993** shall be eligible to attend District schools, provided the employee remains with the District and has no break in service. Nonresident students wishing to transfer into the District shall be required to file an application on an annual basis with the Associate Superintendent of Curriculum and Instruction by May 1 prior to the school year for which the transfer is requested. The transfer must not limit the educational opportunities of resident and/or attendance zone students.

Transfer Limits

A student transfer may be requested only one time per school year.