

ADMISSIONS  
INTRADISTRICT TRANSFERS

FDB  
(LOCAL)

TRANSFERS  
PROMPTED BY  
BULLYING

In response to allegations of bullying, the Superintendent or designee and campus principal shall be authorized to investigate and approve transfers of students from one classroom to another or between campuses, as appropriate.

ASSIGNMENTS

The Superintendent or designee shall assign students to schools according to attendance areas and reassign students to conform with any changes in attendance areas. When student reassignment is deemed necessary by the Superintendent or designee, the parent(s) or guardian of each student reassigned shall be notified individually in writing.

The Superintendent or designee may assign any student from one school facility or classroom within the District to another facility or classroom within the District.

Students shall be assigned to schools in the attendance areas in which they reside. A student who wishes to attend a school other than as assigned shall obtain prior approval from the Superintendent or designee.

For purposes of this policy, intradistrict transfers are students who live within the boundaries of the District and request a transfer to another campus outside their attendance zone.

CRITERIA FOR  
CONSIDERING  
INTRADISTRICT  
TRANSFER  
REQUESTS

A student who wishes to attend a school other than as assigned shall obtain prior approval from the Superintendent or designee.

A request for an intradistrict transfer shall be made in writing to the Superintendent or designee using procedures and time lines approved by the Superintendent.

All requests for intradistrict transfers shall be based on the individual needs of the student. In evaluating a request for transfer, the following criteria shall be considered:

1. Building capacity of school to which the student has requested a transfer.
2. The current enrollment of both the assigned school and the receiving school.
3. The growth projections of the receiving school.
4. Instructional programs available at both the assigned school and the receiving school.
5. Extraordinary family considerations.
6. The student's discipline and attendance history.
7. The likelihood that the transfer would violate UIL rules.

ADMISSIONS  
INTRADISTRICT TRANSFERS

FDB  
(LOCAL)

8. Other reasons deemed appropriate by the designated administrator.

Transportation convenience or babysitter location shall not be considered as reasons for the Superintendent or designee to reassign an individual student.

No intradistrict transfer shall be approved that requires a change in classroom space or staff at either school.

TRANSPORTATION

The District shall not be required to provide transportation to students on intradistrict transfers.

DEADLINES FOR  
TRANSFER  
CONSIDERATION

The following dates shall apply each year to the intradistrict transfer process:

In order to be considered, transfer requests for the upcoming school year must be received in the office of student services by April 1. Notification of the status of transfer requests received prior to April 1 shall be communicated to parents and students on or before May 1. The decision of the Superintendent or designee shall be considered final.

CHILDREN OF  
DISTRICT EMPLOYEES

The 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 for such intradistrict transfers should be filed in the office of student services within 30 days of the assignment of personnel. Renewal of employee intradistrict transfers shall occur annually and prior to April 1 for the subsequent school year.

Employee children transfers shall be for kindergarten through grade 12.

Children of District employees hired prior to March 29, 2005, who are enrolled in a District school in the 2004–05 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.

TRANSFER LIMITS

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

RELOCATING  
STUDENTS

Students who move to another attendance zone during the school year may be permitted to continue in their current campus for the remainder of the school year, provided there are no discipline, attendance, or transportation problems.

ADMISSIONS  
INTRADISTRICT TRANSFERS

FDB  
(LOCAL)

Senior students enrolled with enough credits to graduate by the end of the school year may remain at the high school for the rest of the academic year.

Students who move to another attendance zone during the school year will not be eligible in subsequent years for an intradistrict transfer back to the student's previous school unless otherwise required by law.

The District shall not be required to provide transportation to students on intradistrict transfers.

A student residing in school zone A on the first day of school and planning to move to school zone B during the first 45 days of the school year may apply to the Superintendent or designee for permission to register in school zone B for the complete year.

TRANSFERS FOR  
STUDENTS  
RECEIVING SPECIAL  
EDUCATION  
SERVICES

Students receiving special education services, not subject to reassignment pursuant to a decision by an admission, review, and dismissal (ARD) committee, shall satisfy the conditions under which transfers may be allowed pursuant to this policy. The individualized education program (IEP) of a student receiving special education services who transfers under this policy shall indicate that a transfer was approved, resulting in the student receiving services in a location other than the home campus.

REVOCAION OF  
TRANSFER

The student transfer shall remain in effect unless:

1. The transfer student seeks to return to the campus that serves his or her attendance area.
2. The transfer student fails to maintain satisfactory attendance and/or abide by all laws, rules, and policies contained in the Student Code of Conduct and student handbook. If the student exhibits behavior that causes the principal or the principal's designee to take action, as specified in the Student Code of Conduct or student handbook, the principal may request that the Superintendent or designee revoke the transfer.
3. The student ceases to be enrolled in a special course that has been cited as the reason for the application to transfer.