STUDENT ASSIGNMENT

To the greatest extent possible, a student shall be educated in the regular classroom at the campus designated for the student's neighborhood of residence in accordance with Board-adopted attendance zones. A student who wishes to attend a school other than as assigned shall obtain prior approval from the Superintendent or designee in accordance with the policy outlined below.

TRANSFER REQUESTS

The student's parent must complete a student transfer request form. For the fall semester, a transfer for currently enrolled students entering grades 6–12 may be requested beginning on the first teacher workday after the winter break through June 15. A transfer for a student entering kindergarten through grade 5 for the fall semester may be requested beginning on the third Monday in April through June 15.

A transfer limit shall be in effect and applications shall be processed on a first-come, first-served basis until limits are reached and the campus/grade level is closed. A transfer for the spring semester may be requested in December. Other than an administrative transfer, a request to transfer during a semester shall not be considered. A nonrefundable transfer application fee of $50 per student shall be collected at the time the application is filed. Fee waivers shall be considered for:

- A child of a District employee;
- A student who meets economic eligibility criteria;
- A student who is a victim of a violent crime committed on school property;
- A student involved in sexual assault or a documented bullying situation;
- A student who resides in the same household with a student receiving special education services assigned to an alternate campus; and
- A student attending a campus under the order of the Texas Education Agency (TEA) to implement the school safety choice option. [See FDE]

The District shall not provide transportation for a transfer student.

The building capacity, current enrollment, growth projections, teacher allocation (addition or reduction), class size, boundary issues, and the student's behavior and attendance history shall be considered in making decisions regarding transfers. Special consideration shall be given to a student who is a victim of a violent criminal act committed on school property and to a student who is involved in a sexual assault in order to give him or her the option to

immediately transfer to another safe elementary or secondary school within the District that has space and staff available. Choice options shall be given to students scheduled to attend a campus under the order of TEA in order to implement the school safety choice option. Special consideration may also be given for other documented medical and safety reasons.

If transfers to a campus have been suspended and if the approval of an exception would not cause the need to hire additional staff, a child of a full-time District employee may transfer to the campus where the parent is assigned.

A transfer, once approved, shall be granted for all grade levels on the designated campus, which shall be conditional upon suspension of transfers. There shall be no guarantee that the student will be able to transfer to the next feeder school. Once a student attends a school on a transfer basis, the student may not return to the home school during the current school semester unless the principal revokes the transfer. The student may reapply to return to the home school to begin a new semester.

TRANSFER FACTORS

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

A transfer student must satisfy all requirements of the University Interscholastic League constitution and contest rules. Each student must fully investigate his or her eligibility status before completing the transfer process.

CHANGE IN RESIDENCE

A student residing in school zone A on the first day of school, but moving to a residence in school zone B after the first day of school, may choose to attend school in either zone for the remainder of the current school year. If the student elects to stay in the school served by the previous residence, all transfer rules shall be in effect. At the beginning of the following school year, the student shall attend school in the new zone. No transportation shall be provided to the school in zone A if the student chooses to remain at the school for the remainder of the school year. A student who moves and wishes to remain at his or her previous school must meet all criteria for transfer eligibility and shall not be given preference.

The Superintendent or designee may grant permission for a student to register in a school zone outside the student's attendance zone, on a temporary basis, when a family has a home under construction or is waiting to occupy a residence they have purchased or leased in the attendance area assigned to that school. Documentation that indicates the expected date of occupancy during the current school year must be presented to the office of student administrative services. If the family does not reside in the attendance area for that school within 60 days of the contracted occupancy date, or if the contract to build, purchase, or lease is

terminated, the student shall be withdrawn until a residence is established within that attendance area.

SIBLING TRANSFERS

Sibling status will not guarantee transfer approval. Each request to transfer to attend a school outside a student's attendance area with his or her sibling shall be evaluated as all other requests and shall not be given preference. Any sibling must meet all criteria for transfer eligibility.

The District may assign a student to a campus, other than the one assigned to the student's residence, in order to receive special education services. In this circumstance, the parent may apply for a transfer for other students residing in the household to enroll at the same campus. [See FDB(LEGAL)]

TRANSFERS FOR STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

A student 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.

TRANSFERS TO MAGNET PROGRAMS

A transfer to the District magnet programs may be requested. Approval of a transfer request shall depend on availability of space and staff at the specific schools and on meeting program requirements. If approved, the student shall enroll and maintain participation in the program for which the transfer is granted. [See FDB(EXHIBIT)]

A transfer request to attend the magnet school campus full-time, if approved, shall include eligibility to participate in extracurricular activities. The student must be enrolled in the course(s) for both semesters. If the student withdraws from the course(s) the following semester/year, the student shall lose one year of eligibility if he or she returns to the home school. A student attending the campus to take the magnet course only and attending his or her home school for all other courses shall be eligible to participate in activities at the home school.

ADMINISTRATIVE TRANSFERS

An administrative transfer may be made, with parental consent, when in the judgment of the administration it is deemed necessary for the student's health and/or safety. Upon an allegation of bullying [see FDB(LEGAL)], the Superintendent and campus principal shall be authorized to investigate allegations. If allegations are confirmed, the campus principal shall approve a transfer for either the victim or the student who engaged in bullying from one classroom to another or, at the parent's request, shall make a recom-

mendation to the manager of student administrative services to transfer the victim to another campus.

SUSPENSIONS AND APPEALS

SUSPENSION OF TRANSFERS

The parents and students accepting transfers shall agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. The principal of the receiving school may revoke the transfer if these conditions are not met.

If the enrollment of a school, or expected enrollment in the near future, reaches 100 percent of the building capacity, the administration reserves the right to return transfer students to their home school.

The suspension of transfers to a school based upon capacity limitations shall be recommended by the manager of student administrative services, reviewed by campus services, and approved by the Superintendent. When the Superintendent decides to deny or suspend transfers to a school, the Superintendent shall notify the Board.

APPEAL

Transfer decisions shall be made by the manager of student administrative services. Within five days of the notice of the denial of a transfer, the parent may submit a written petition to appeal to the director of campus support services, who will designate an appropriate review panel to hear the appeal. If the parent is not satisfied with the findings of the review panel within five days of the notice of the review panel, the parent may submit a petition for further review by the Board pursuant to Education Code 25.034. The decision of the Board shall be final, according to the provisions of Education Code 25.034.

The decision to revoke a transfer for violation of school rules shall be made by the principal. The principal or designee must notify the parent before the school year ends. The parent shall have five days to request an appeal in writing to the director of campus support services, who shall designate an appropriate review panel to hear the appeal. If the parent is not satisfied with the findings of the review panel, the parent may submit a petition for further review by the Board within five days of the notice of the review panel. The decision of the Board shall be final.

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.