

A student shall be assigned to a school in the attendance area in which he or she resides.

**Class Changes**

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

**Transfers Between Schools**

The Superintendent or designee shall be authorized to investigate and approve transfers between schools. Intradistrict transfer requests shall be made in writing. The Board delegates to the Superintendent the authority to assign and transfer any student from one school facility or classroom to another facility or classroom within the District.

**General Provisions Related to Transfers**

The parent and student requesting a transfer shall agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. The principals of the sending and receiving schools shall approve the transfer.

Upon written request from a principal, the Superintendent may authorize the intradistrict transfer of a student with the understanding that transportation shall be provided by the parents.

**Duration of Transfer**

Once the District has approved a student's transfer request, the approval shall automatically renew each year until the student has completed the highest grade level offered at the receiving school and continues, except as provided elsewhere in this policy.

If the enrollment of a school reaches, or enrollment in the near future is expected to reach, 100 percent of the classroom capacity, the administration reserves the right to return a transfer student to his or her home school.

**Transfer Criteria**

Upon receipt of a written petition [see FDB(LEGAL)] to transfer a child from one attendance zone to another, the following criteria shall be considered when responding to the request:

1. Overcrowding at the sending and receiving schools.
2. Size of the sending and receiving schools.
3. Distance of the student's residence from the receiving school.
4. Dependability of parent transportation.
5. Permanence of request; the student must intend to remain for the full school year.
6. Attendance history.
7. Discipline history.

8. Previous enrollment as a transfer student.
9. All University Interscholastic League (UIL) and District extra-curricular participation regulations for grades 7–12.

**Special Education  
Guidelines**

A student who receives special education services shall satisfy the conditions under which a transfer may be allowed pursuant to this policy. A transfer or revocation of a transfer that changes the educational program of a student receiving special education services shall be made only by the student's admission, review, and dismissal (ARD) committee.

**Administrative  
Transfer Guidelines**

When a campus grade level reaches capacity, the Superintendent or designee may assign a new student to a campus other than his or her campus of residence. An assignment may be made to accommodate a sibling of the assigned student, if space is available. A student may be placed on a waiting list and offered the opportunity to return to the campus of residence when spaces become available.

For a District-assigned transfer, bus transportation shall be provided, if required.

**Programs of Choice**

Admissions to programs of choice shall be by application and are not considered intra-district transfers. The Superintendent shall develop regulations governing the request and application processes, including establishing deadlines for the acceptance of transfer requests and programs-of-choice applications.

**Eligibility for  
Extracurricular  
Activities**

A transfer student shall satisfy all requirements of the UIL constitution and contest rules, as well as local District eligibility guidelines. The student shall investigate fully his or her eligibility status before completing the transfer process.

After a student's high school residence is established, the student shall be eligible for UIL activities affected by this policy only in the high school of the original residence. If a family changes legal residence from one high school attendance area to another after the end of the student's eighth grade year, the student may choose to:

1. Retain UIL eligibility at the original school and continue to attend and participate there, if eligibility has been established by UIL rules; or
2. Attend the new school subject to UIL transfer rules.

A student attending a school under this condition shall not be provided transportation.

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**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.

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