

	<p>A student shall be assigned to a school in the attendance area in which he or she resides.</p>
Class Changes	<p>The campus principal shall be authorized to investigate and approve a transfer of a student from one classroom to another on that campus.</p>
Transfers Between Schools	<p>The Superintendent or designee shall be authorized to investigate and approve transfers between schools.</p> <p>For purposes of this policy, an intradistrict transfer is a student who lives within the boundaries of the District and requests a transfer to another campus outside his or her attendance zone. Interdistrict transfers (transfers from one school district to another) are described in policies at FDA.</p>
Children of District Employees	<p>Each District employee, whether a resident or a nonresident, shall be required to designate an attendance zone when initially hired. A District employee's child shall continue to be assigned to the designated attendance zone unless the employee is transferred to another campus or facility or the District grants a student transfer.</p>
Nonresident District Employees	<p>An employee who resides outside the District may transfer his or her child into the District in accordance with FDA(LOCAL) and from one campus to another in accordance with the following criteria.</p>
Criteria for Considering Transfer Requests	<p>All requests to transfer from one campus to another shall be based on the individual needs of the student. Except as otherwise required by law [see FDB(LEGAL)], in evaluating a request for transfer, the following criteria shall be considered, if applicable:</p> <ol style="list-style-type: none">1. Available space in the school to which the student has requested a transfer.2. Evidence of any medical or physical needs of the student.3. Program needs of the student and program availability on the campus.4. Extraordinary family considerations.5. The student's discipline history.6. The likelihood that the transfer would violate UIL rules.7. Other extraordinary and compelling circumstances.
Space Limitations	<p>The District reserves the right to suspend intradistrict transfers to any campus if space becomes unavailable.</p> <p>The following dates and notification deadlines shall apply to the intradistrict transfer process:</p>

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

Deadlines for
Transfer
Consideration

1. In order to be considered, a transfer request must have been received by the assistant superintendent for student services prior to May 1. After evaluation of all transfers under the criteria above, if the results are equal, the transfers shall be considered on a "first-come, first-served" basis.
2. Notification of the status of a transfer request received prior to May 1 shall be communicated to parents and students after new student registration in August and prior to the start of a new school year. This shall allow the District to plan adequately for staffing in each attendance zone.
3. Any transfer request received on or after May 1 shall be considered based on extenuating circumstances and by the Superintendent, on a "first-come, first-served basis."
4. Notification of assignment shall result from the annual review of space availability. [See ANNUAL REVIEW OF SPACE AVAILABILITY, below]

Consideration

The assistant superintendent for student services shall consider each request according to the criteria and space limitations. The request shall be granted unless, in light of the criteria, there is reasonable basis for denial.

Appeal Process

If the requesting parent or guardian is dissatisfied with the decision made by the assistant superintendent for student services, the parent or guardian may appeal the decision in accordance with policy FNG(LOCAL), beginning at Level Two.

**Termination or
Revocation of
Transfer**

The student transfer shall remain in effect unless one of the following occurs:

1. The transfer student seeks to return to the campus within his or her attendance area.
2. The transfer student fails to meet the standards contained in the Student Code of Conduct and the student handbook. If the student's behavior causes the principal or designee to take action as specified in the Student Code of Conduct or the student handbook, the principal may request the assistant superintendent for student services to revoke the transfer.
3. The Board, in granting the request upon appeal, specifies a duration for the transfer and the time of the duration has expired.
4. The annual review of space availability determines that the student must return to his or her attendance zone campus.

**Annual Review of
Space Availability**

Each campus principal, together with the assistant superintendent for student services, shall review approved transfers from previous years in order to determine the number of students the campus may accept or shall need to send back to the students' attendance zone campuses. Other participants in this annual review may include representatives of the campus guidance and special education staff, as necessary.

If it becomes necessary to return a student to his or her home attendance zone, the decision shall primarily be based on the needs of the student. With the exception of rezoned students covered under special Board approval, the secondary consideration in returning a transfer student shall be based on the rule of "last-in, first-out."

Transportation

Except in accordance with legal requirements, any student who requests and accepts a transfer to a school other than the one in his or her home attendance area shall be required to provide his or her own transportation to and from school. [See CNA]

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.
