

A student shall normally be assigned to a school within the attendance area or zone 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.

**Enrollment Transfers**

The Superintendent shall be authorized to assign a student to a campus outside of the student's home attendance area or zone when a grade level has reached capacity on a particular campus.

**Requested Transfers Between Schools**

A student who resides in one attendance area or zone may request a transfer to a campus in another attendance area or zone in accordance with the provisions of this policy.

A student who resides in the District and desires admission in another school within the District must file an application for transfer with the director of pupil services. Requests for transfers shall be accepted beginning the first Monday after spring break until May 1 or the last business day before May 1.

Factors

The Board authorizes the Superintendent or designee to accept or reject any transfer request. In determining whether a student who resides in the District will be permitted to enroll in another school within the District, the Superintendent shall consider the following factors:

1. The grade level of the student seeking admission and the effect of additional students at that grade on class size, staffing, and facilities.
2. The disciplinary record of the student seeking admission.
3. The attendance record of the student seeking admission.
4. The academic record of the student seeking admission.

In determining whether a student who desires an intradistrict transfer to a campus outside the student's attendance area should be permitted to transfer, the Superintendent or designee shall not unlawfully discriminate based on the student's race, national origin, religion, sex, color, or disability.

**Reasons for a Transfer Request**

A request for a transfer from one school to another school within the District may be made based on one of the following reasons:

Employee

To allow an employee of the District to request a transfer for his or her child or children.

Minority

To permit a student to transfer from a campus where his or her racial or ethnic group is the majority at that campus to any campus in

	<p>the District where his or her racial or ethnic group is a minority at the campus.</p>
<b>Curriculum</b>	<p>To allow a student to register for courses offered at one campus that are not available in the school of resident area.</p>
<b>Administrative Placement</b>	<p>To allow a student to be granted a transfer under special circumstances at the discretion of the Superintendent or designee.</p>
<b>Finish</b>	<p>To allow a student the opportunity to finish at the school he or she is attending during the current school year if the student shall be entering one of the last two grade levels offered at that campus for the following school year.</p>
<i>Elementary</i>	
<i>Secondary</i>	<p>To allow a student to complete all grades at the secondary level (middle/junior high/high school) within the same resident attendance zone if the student has been attending the campus and/or feeder elementary or secondary campus without any previous break in enrollment.</p> <p>This is a one-time opportunity for the transfer request. Any break in enrollment shall prevent the finish transfer from continuing. Once a finish transfer is approved, it shall remain in effect from year to year without the need to reapply. However, if continuous enrollment is interrupted or the transfer is revoked for any reason, the finish transfer shall no longer be in effect.</p>
<b>Victim</b>	<p>To allow a student who is a victim of offenses specified by NCLB the option of transferring out of the resident campus.</p>
<b>Transportation</b>	<p>The District shall not provide transportation for transfer students. The parent or the student shall be responsible for transportation to and from the District school to which the student is assigned.</p>
<b>Athletic Transfer</b>	<p>A student who receives an intradistrict transfer shall be subject to UIL rules and regulations regarding eligibility and participation.</p>
<b>Transfer Agreement</b>	<p>Before a transfer student is officially admitted to a District school other than the campus in his or her attendance area, the parents and the campus administrator must execute a Transfer Agreement that specifies the terms of the student's admission, including; the requirements for acceptable attendance, academic achievement, and compliance with the Student Code of Conduct; and the conditions under which the Transfer Agreement may be revoked.</p> <p>A Transfer Agreement shall be in effect for one school year only. Acceptance of a transfer student in one school year creates no right or expectation that a student shall be admitted as a transfer student in subsequent years. Except as provided by law, admission of one student in a family as a transfer student creates no right or</p>

expectation that another student from the same family shall be admitted as a transfer. Transfer approval decisions shall be made on a student-by-student basis according to the factors and restrictions noted above.

### **Acceptable Levels**

A student who desires an intradistrict transfer to a campus outside the student's attendance area (or zone) must meet and maintain acceptable levels of attendance, academic achievement, and compliance with the District's Student Code of Conduct.

"Acceptable" levels are defined as:

1. Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn of truancy proceedings under Education Code 25.095. [See FEA, FEB, FEC, FED]
2. Academic achievement shall be defined as academic performance that results in no more than two failing grades in the semester.
3. Compliance with the Student Code of Conduct that results in no offenses requiring removal to a disciplinary alternative education program (DAEP) or expulsion and no more than two misconduct referrals per semester in which the assessed discipline warrants an in-school suspension (ISS) assignment.

### **Revocation**

The Superintendent or designee may revoke the transfer of a student who fails to maintain an acceptable level of attendance, academic achievement, or compliance with the Student Code of Conduct during a semester. If the student's attendance, academic achievement, or compliance with the Student Code of Conduct falls below the acceptable standard during a semester, the Superintendent or designee may revoke the transfer during the grading period in which the standard is violated.

Before revoking a Transfer Agreement, the Superintendent or designee must hold a conference with the student and parents to explain the basis for the revocation under the agreement and to allow the student or parents to present any information they believe is relevant to the decision.

Before a transfer revocation becomes official, the director of pupil services must review and affirm the decision to revoke.

When a transfer is revoked because a student commits an offense that would require removal to a DAEP or expulsion from school, the District shall conduct the required disciplinary proceedings and assess a term of removal or expulsion.

Appeal of  
Revocation

A decision by the Superintendent or designee to revoke a Transfer Agreement shall be in accordance with the terms of the agreement and shall not be directly appealable. However, the student or parents may appear during an open forum portion of a regular Board meeting to present their concern about the revocation to the Board. The Board may propose to place the subject on the agenda for a subsequent meeting.

*Discipline- Based  
Revocation*

If the basis for the revocation is violation of the Student Code of Conduct, any appeal of the discipline decisions must be made through the usual discipline channels and policies. If the disciplinary action is upheld, revocation of the Transfer Agreement shall be effective when all District proceedings have been exhausted. Exhaustion of the disciplinary appeals processes shall also serve as the process to appeal revocation of the Transfer Agreement.

**Transfer Denial  
Appeal**

A request for an intradistrict transfer that is denied administratively may be appealed to the Board as permitted by the Education Code by filing a written petition with the Superintendent no later than five business days after the parent receives notice that the request has been denied. The petition must state all the bases for the appeal, including an explanation of how the student qualifies for a transfer under this policy.

The Board shall review the written petition at a Board meeting and shall make a decision regarding the petition based solely on the information presented in the written petition no later than 30 calendar days after the petition is received.

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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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