

School assignments are made to balance the enrollment of a school. However, a student in prekindergarten–grade 12 may request a transfer to any other school on a space-available basis and observation of class-size caps. The Board delegates to the Superintendent the authority to determine the availability of space, regardless of the type of transfer requested, pursuant to the definition of availability in policy FDA(LOCAL).

**Suspension of Transfers**

The suspension of transfers to a school based on capacity limitations shall be recommended by the associate superintendent and approved by the Superintendent. When the Superintendent decides to suspend transfers (i.e., freeze transfers) to a school, the Superintendent shall immediately notify the Board in a public meeting.

**Transfers between Schools**

The Superintendent shall be authorized to investigate and approve transfers between schools.

**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.

**Types of Transfers**

The types of transfers available are priority transfers, including sibling, tracking, and majority-to-minority transfers; magnet transfers; curriculum transfers; two-way dual language transfers; and general transfers. Priority transfer requests shall be considered prior to all other transfer requests if submitted by the deadline stated at Dates and Deadlines, below.

**Dates and Deadlines**

The first day to request a transfer for the following school year shall be the first business day in January of the preceding school year.

To receive consideration for a priority transfer, i.e., sibling, tracking, or majority-to-minority transfer, a request must be received no later than the last business day in January of the preceding school year.

To receive equal opportunity for approval of a request for a general transfer (after requests for priority transfers have been processed), the request must have been received no later than the last business day in January of the preceding school year. All requests for general transfers received in January shall be entered into a computerized random drawing to place each request in rank order for available space at the requested school and grade level (i.e., lottery).

After the end of January of the preceding school year, the District shall continue to accept requests for transfers on a first-come, first-served basis determined by the date and time received in the office

of student services/records. These requests shall be considered after requests for priority and general transfers (submitted in January lottery) have been processed.

A transfer request must be received three weeks prior to the first day of school to be considered for placement during the fall semester. Approvals for placement for the fall semester shall not be made after the second week of school (i.e., the second week of the fall semester). A student must be enrolled in his or her transfer school by the end of the second week of school. If an approval is granted during the second week of school, the student shall be given a one-week extension to enroll in the transfer school. Failure to enroll by the specified time shall result in revocation of the transfer.

A transfer request received between three weeks prior to the first day of school and November 15 shall be considered for placement during the spring semester. Approvals for placement for the spring semester shall not be made after the end of the second week of the fourth six weeks (i.e., the second week of the spring semester). A student must be enrolled in his or her transfer school by the end of the second week of the spring semester. If an approval is granted during the second week of the spring semester, the student shall be given a one-week extension to enroll in the transfer school. Failure to enroll by the specified time shall result in revocation of the transfer.

Application to magnet or application programs must be received by the program's director/administrator no later than the deadline determined by each program of the preceding school year. In the event of an extenuating circumstance, an application submitted after the deadline may be considered by the program's director/administrator.

Request  
Procedures

A written request must be received in the office of student services according to the deadlines specified at Dates and Deadlines, above. The availability of space shall be determined, and the transfer request shall be approved or referred for further consideration subject to the provisions of this policy.

Sibling Transfer

A sibling transfer request may be made for the sibling of a student who is, or will be attending the requested school at the same time on an approved transfer. A transfer request must be submitted for each sibling affected. A sibling transfer shall be granted if the request is submitted by the priority deadline and space is available pursuant to the definition of availability in policy FDA(LOCAL) (i.e., not frozen). After the priority deadline, the transfer shall be allowed if space and staff are available. To receive priority consideration for a sibling transfer, the request must be received no later than the last business day in January of the preceding school year.

A sibling curriculum transfer request for the two-way dual language program shall be approved if the sibling is qualified for the program and space and staff are available at the sibling's grade level.

Two-way dual language program students' siblings who are not participating in the program shall be approved if space and staff are available at that grade level.

Tracking Transfer

A student who has a history of at least two unbroken years of attendance in the two highest grades offered at the school may request a tracking transfer to the next level (i.e., to a middle school from an elementary school or to a high school from a middle school) in order to remain with his or her peers. A tracking transfer shall be granted if the request is submitted by the priority deadline and space is available pursuant to the definition of availability in policy FDA(LOCAL) (i.e., not frozen). After the priority deadline, the transfer shall be allowed if space and staff are available. To receive priority consideration for a tracking transfer, the request must be received no later than the last business day in January of the preceding school year.

The tracking transfer shall not apply to a student who has moved and who wishes to seek a transfer back to the same school he or she was attending prior to the move. In this situation, the student must seek a general transfer. All requirements of the transfer policy shall apply.

Tracking transfers shall not apply to transfers to a school to attend an application-based program, including a magnet program. Students attending a magnet or application-based program shall attend their home school upon completion of the program or submit a general transfer to another school.

Majority-to-Minority Transfer

A student may transfer from a school where the student's ethnic group is over 50 percent of the school's population to a school where the student's ethnic group is under 50 percent of the school's population. The purpose of the majority-to-minority transfer is to complement the District's student assignments and promote diversity throughout the District. A majority-to-minority transfer shall be granted if the request is submitted by the priority deadline and space is available pursuant to the definition of availability in policy FDA(LOCAL) (i.e., not frozen). After the priority deadline, the transfer shall be allowed if space and staff are available. To receive priority consideration for a majority-to-minority transfer, the request must be received no later than the last business day in January of the preceding school year.

For the purpose of majority-to-minority transfers, two ethnic groups are defined as follows:

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1. Black (and not of Hispanic origin) and Hispanic students.
2. American Indian/Alaskan Native, Asian, Native Hawaiian or other Pacific Islander, and White (and not of Hispanic origin) students.

Application Program  
Transfers

Students who want to transfer into any program that requires an application shall submit the application directly to the requested program's director/administrator. Approval of an application, through meeting application requirements, shall be subject to the general provisions of the transfer policy and depend upon availability of space and class-size caps at the specific school. If approved, the student shall enroll and maintain participation in the program for which the transfer is granted. If the student withdraws from the program or the transfer is revoked, he or she shall return to the home campus at the end of the semester. If the school is not frozen, a general transfer request may be submitted for a comprehensive program at the school and shall be processed on a first-come, first-served basis with other requests.

An application request must be submitted to the requested program no later than April 15 of the preceding school year, or earlier if specified in the program's requirements, to be considered. In the event of an extenuating circumstance, an application submitted after April 15 may be considered by the program's director/administrator. If a request has also been made for a sibling, tracking, majority-to-minority, or general transfer, approval into a magnet program supersedes any other approved transfer.

Curriculum  
Transfers

A transfer may be requested when a student's desired program of study is not offered at the student's school of residence. A program of study is a continuous sequence of courses designed to allow a student to pursue a specific area of learning (e.g., ROTC, Career Pathways, and the like). A transfer shall require approval by the appropriate associate superintendent and shall be contingent on space availability. If approved, the student shall enroll and maintain participation in the program for which the transfer is granted. If the student withdraws from the program or the transfer is revoked, he or she shall return to the home campus at the end of that semester. The request must be submitted by August 10 of the prior school year. If the school is not frozen, a general transfer request may be submitted for a comprehensive program at the school and shall be processed on a first-come, first-served basis with other requests.

**Two-Way Dual  
Language Transfers**

The District shall conduct a lottery when applications to the two-way dual language program exceed the number of spaces available for emergent bilingual students and/or students whose primary language is English.

After the lottery, the students not admitted into the two-way dual language program shall be placed on a waiting list. If a space becomes available, the principal shall use the wait list to fill the empty spaces.

Both children eligible for prekindergarten and children ineligible but paying tuition shall participate in the same lottery for placement in the two-way dual language program.

Upon acceptance to the two-way dual language program, the District shall issue a dual language transfer.

A student in a two-way dual language program who moves to a different attendance area shall have priority for enrollment in the two-way dual language program if there is space and staff available.

A student on transfer whose family decides to no longer participate in the two-way dual language program shall have his or her dual language transfer revoked in accordance with the District's transfer policy.

**General Transfers**

A general transfer may be requested when the student does not qualify for one of the other types of transfers and shall be approved if space is available.

Special consideration shall be given to a student who has attended a school based on residential address for at least two consecutive school years and then moves into another District attendance area. The parent/guardian may submit a general transfer for consideration to remain at that school. Approval shall be based on available space (i.e., not frozen).

**Appeals of Denied Transfers**

An appeal of a denial of a transfer request shall be made to the associate superintendent who has responsibility for the requested school. An appeal of a denial of a two-way dual language transfer shall be made to the Executive Director of Multilingual Education. An appeal to the associate superintendent must be made within 15 District business days beginning on the day after the date of the written notification. If the associate superintendent denies the request, an appeal may be made first to the Superintendent in accordance with policy FNG(LOCAL) beginning at Level Two.

**Diversity Choice**

[See policy FC(LOCAL), School Attendance Areas, for information on diversity choice.]

**Involuntary Transfer of Student Who Engages in Bullying**

The Superintendent or designee may transfer a student who engages in bullying. [See FFI(LOCAL) and FDB(LEGAL)]

Transfer of a student who engages in bullying is a corrective action of last resort and should be considered only when necessary to

protect the safety of the victim of bullying or the student who engages in bullying. Factors to consider shall include:0.

1. The seriousness and extent of the bullying;
2. The student's actions toward the victim, District employees, or other students after the reported incidence of bullying;
3. The potential effect of the bullying on the school environment;
4. Previous efforts by the District, student, and the student's parent or other person with authority to act on behalf of the student to address the student's behavior; and
5. The effect of the bullying on the victim of bullying.

**Decision to Transfer** The transfer of a student with a disability who receives special education services and who engaged in bullying may be made only by a duly constituted admission, review, and dismissal (ARD) committee under Education Code 37.004. [See FDB(LEGAL)]

The decision to place a student in another classroom at the campus to which the victim was assigned at the time the bullying occurred shall be made by the principal or designee at that campus.

The decision to transfer a student to a campus other than the campus to which the victim was assigned at the time the bullying occurred shall be made by the associate superintendent.

The decision to transfer a student who engages in bullying is at the sole discretion of the District. Before a student is transferred, the District shall consult the student's parent or other person with authority to act on behalf of the student who engaged in bullying.

Determination of the campus to which the student is transferred is at the sole discretion of the District. The District shall make every effort to transfer the student to a campus close to his or her residence.

**Appeals of Involuntary Transfers** An appeal of a placement of a student in another classroom at the campus where the victim was assigned at the time the bullying occurred shall be made to the associate superintendent who has responsibility for the school. [See FNG(LOCAL)]

An appeal of a transfer of a student to a campus other than the campus to which the victim was assigned at the time the bullying occurred shall be made in accordance with FNG(LOCAL), beginning at Level Three.

**General Provisions Related to Transfers** A parent and student who accepts a transfer shall agree to abide by the receiving school's standards for academic progress, attend-

ance, discipline, and parental cooperation. The principal of the receiving school shall be authorized to deny or revoke the transfer if these conditions are not met.

Once a student attends a school on a transfer basis, the student shall not be permitted to return to the home school during the current school year unless the transfer is revoked or both principals agree to an earlier return.

If a student's transfer is revoked by the school, the student shall not be granted a transfer request back to that school at any later time. [See Application Program Transfers and Curriculum Transfers for information about transfer requests submitted after a student leaves an application-based program or curriculum program.]

A special education student shall satisfy the conditions under which the transfer is permitted pursuant to this policy. A transfer or revocation of transfer that changes the educational program of a special education student shall be made only by the appropriate ARD committee.

A transfer shall be granted through the highest grade at a school so long as the student's enrollment at the transfer school is not interrupted, space remains available, and the transfer has not been revoked. [See Transfer Revocation in FDB(REGULATION)]

Transportation

Transportation shall not be provided to a student who is granted a transfer under this policy, except for a student attending a magnet program at Lively Middle School, Kealing Middle School, or the Liberal Arts and Science Academy, as well as any other specific program designated by the Superintendent.

**Eligibility for UIL Activities**

Eligibility to participate in University Interscholastic League (UIL) activities shall be determined by the rules established by the most current edition of the UIL constitution and contest rules. A student should check his or her UIL status before completing the transfer process.

**Grandfather Provisions**

The Board may apply the following grandfather provisions for a limited time after policy changes:

1. A student entering grade 5, 6 (if in an elementary school), 8, or 12 shall be eligible to stay at his or her current school.
2. A sibling of an entering grade 5, elementary grade 6, grade 8, or grade 12 student in the same category as above and who is currently enrolled in the same school shall also be eligible to attend his or her current school until the youngest sibling completes the last grade offered on that campus.

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3. For a high school student assigned to a newly opened high school, an entering grade 11 or 12 student will remain at his or her present school. For a high school student reassigned from one existing high school to another, an entering grade 11 or 12 student will be eligible to stay at his or her present school.
4. No transportation shall be provided by the District for any student eligible under these grandfather provisions.
5. A grandfathered student shall attend his or her assigned middle school or high school in the new tracking pattern once he or she has completed the last grade at his or her current campus.
6. A grandfathered student may apply for a transfer to the middle school or high school tracking to his or her current campus; the transfer shall be considered under the transfer policy adopted by the Board.

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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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