

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; 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. All requests for priority transfers shall be entered into a computerized random drawing to place each request in rank order if it is necessary to limit available space at any given campus.

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.

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 have been processed.

A transfer request must be received by August 10 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 August 11 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.

An application to the magnet program at the Liberal Arts and Science Academy, Fulmore Middle School, or Kealing Middle School, as well as programs such as the Ann Richards School for Young Women Leaders, the International Baccalaureate program at Anderson High School, the Fine Arts Academy program at McCallum High School, and other specific programs designated by the Superintendent, 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). 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.

**Exception** An exception to the availability of space provision shall be granted for a student who had a sibling who was attending the requested school in the 2014–15 school year. This student shall be eligible to request a sibling transfer during the 2015–16 school year only. If submitted prior to the priority deadline, the request shall be granted and the sibling transfer shall be effective as of the 2016–17 school year. Subsequent eligibility for transfers shall be in accordance with the provisions above [see SIBLING TRANSFER, above].

**Tracking Transfer** A student who has transferred to another school and 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). 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.

**Exception** An exception to the availability of space provision shall be granted for a student who during the 2014–15 school year began his or her first year of the required two consecutive unbroken years of attendance. This student shall be eligible to request a tracking transfer during the 2015–16 school year only. If submitted prior to the priority deadline, the request shall be granted and the tracking transfer shall be effective as of the 2016–17 school year. Subsequent eligibility shall be in accordance with the provisions above [see TRACKING TRANSFER, above].

**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 pro-

mote 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). 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:

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.

Magnet Program  
Transfers

An application to the Liberal Arts and Science Academy, the Fulmore Middle School magnet program, or the Kealing Middle School magnet program shall be submitted 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 on 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, he or she shall return to the home campus at the end of the semester. 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.

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, 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.

An application to the Ann Richards School for Young Women Leaders, the Anderson High School International Baccalaureate program, the McCallum High School Fine Arts Academy, and other specific programs designated by the Superintendent shall be submitted directly to the requested program's director/administrator. The approval of an application, through meeting application requirements, shall be subject to the general provisions of the transfer policy and depend on availability of space and class-size caps at the specific schools. 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, he or she shall return to the home campus at the end of the semester. The 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.

**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:

1. The seriousness and extent of the bullying;
2. The student's actions towards 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.

*Transportation*

Unless otherwise required by law, transportation shall not be provided to a student who is transferred under this 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.

**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 to the associate superintendent must be made within 15 District business days beginning on the day after the date of the letter. 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]

**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, attendance, 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, the student shall not be granted a transfer request back to that school at any later time.

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 parent or guardian continues to reside in the District.

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 Fulmore 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 allow a student who is attending a specific grade within a school to continue in that school or in a particular tracking pattern in subsequent years. This is usually done when boundary changes are approved by the Board and are in effect for a limited period of time. In these situations, the following grandfather provisions shall apply:

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.
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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