

**Attendance Area  
Assignments**

Attendance areas shall be established by the Board. Each student shall be assigned to a school in the attendance area in which he or she resides except as provided below.

If the residence of a student changes from one school attendance area to another during the school year, the student may continue enrollment in his or her current school for the remainder of the school year.

**Transfers Between  
Schools**

The Superintendent or designee shall be authorized to consider and approve transfers between schools.

The transfer of a student from one school attendance area to another within the District shall be based on specific factors that affect the education and/or welfare of the student. Permission for a resident student to transfer to a school other than the home campus shall be granted for one year upon receipt of a request from the parent or guardian of a student per the terms of this policy. Once granted, the transfer shall be extended annually unless there is cause for revocation as outlined in this policy.

**Approval Factors**

Approval of an intradistrict transfer (between different campuses) request shall include, but not be limited to, the following criteria:

1. Class size and grade-level enrollment in both schools;
2. Available room, sufficient staff, and instructional capacity of the campus;
3. Suitability of established curricula for a particular student;
4. The student's academic record;
5. The student's disciplinary record;
6. The student's attendance record;
7. Impact on siblings;
8. Availability of special program services; and
9. Any other reasonable justification, including a verifiable medical reason.

**Application**

The parent/guardian of a resident student (or the student if he or she has reached 18 years of age) wishing to attend a school other than the one in his or her attendance area must apply for a transfer by completing an intradistrict transfer application.

**Time Line**

Transfer requests shall be received online or at the Cedar Hill ISD Administration Building beginning June 1. The Superintendent or

designee shall notify the parent or guardian of the status of the request as follows:

1. Parents or guardians whose requests were received by August 1 will be notified regarding their status by August 15.
2. Parents or guardians whose requests were received after August 1 will be notified regarding their status as soon as possible and no later than five school days after Labor Day.
3. Transfer requests received after the first day of school shall be considered as soon as possible and no later than ten instructional days from the date of the request.

The status of the request shall be designated at that time as:

1. Approved;
2. Pending Approval with Waiting List Ranking; or
3. Not Approved.

**Building Capacity**

Approval of a student request for an intradistrict transfer shall include consideration of building capacity. A transfer shall not be approved if building capacity at the receiving campus is at 95 percent or above. Each campus shall maintain at least a five percent vacancy margin to allow for students who move into the attendance zone after the beginning of the school year.

**Transportation**

Bus transportation shall not be provided to a student who changes residence to another part of the city but who elects to stay in the school in which he or she is currently enrolled.

District-provided transportation shall not be available to a student who receives an intradistrict transfer approval.

**Assignment**

Should there be more transfer requests than spots available, priority for approval shall be based on date of receipt of request as well as the following characteristics of each applicant, in the following order:

1. A child who attended the school in question in the previous school year but who has lost residency;
2. A student who has a sibling currently enrolled at the requested school;
3. A child of a resident District employee;
4. A child of a nonresident District employee who is employed at the requested campus;
5. A resident student; and

6. A nonresident student.

**Transfers Between Classrooms Within a School**

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

Reasons for a principal to deny a parent request to assign a student to another classroom on a campus shall include but not be limited to:

1. Class size/grade-level enrollment;
2. Available room and instructional capacity of the campus;
3. Suitability of established curricula for the particular student;
4. The student's disciplinary record;
5. The need to completely or partially change the student's entire class or course schedule in order to comply with the parent request; and
6. Any other reasonable justification.

**Transfers for Schools of Choice**

A student may apply for admission into a Collegiate Pathway School (Collegiate Preparatory, Collegiate Academy, and Collegiate High School) by the application deadline established annually by the District. Selection for a Collegiate Pathway School shall be based on criteria established by the District and, if appropriate, a lottery system as well as characteristics of each applicant, in the following order of priority:

1. A resident sibling of a resident student currently enrolled in a Collegiate Pathway School.
2. A child of a resident District employee.
3. A child of a nonresident District employee who is employed at the requested campus.
4. A child of a resident of the District.
5. A nonresident sibling of a nonresident student currently enrolled at the requested Collegiate Pathway School.
6. A nonresident student.

**Transfers for Programs of Choice**

A student may apply for admission into the dual language program by the application deadline established annually by the District. Selection for the dual language program shall be based on criteria established by the District and, if appropriate, a lottery system as well as characteristics of each applicant, in the following order of priority:

1. A resident sibling of a resident student currently enrolled in the dual language program.
2. A child of a resident District employee.
3. A child of a nonresident District employee who is employed at the requested campus.
4. A child of a resident of the District.
5. A nonresident sibling of a nonresident student currently enrolled in the dual language program.
6. A nonresident student.

**Revocation of Transfer**

The Superintendent or designee may revoke the transfer of a student on the basis of false information provided in the request. The transfer may also be revoked if the student exhibits poor attendance or poor academic performance or if the student does not comply with campus policies, rules, or regulations, including but not limited to, the Student Code of Conduct. Additionally, a transfer may be rescinded if class size exceeds state guidelines, facilities become overcrowded, or other reasons deemed to be in the best interest of the students, school, or District.

**District-Initiated Transfers**

If the school in a student's assigned attendance area has reached capacity, the District may assign a student to the most appropriate school for that school year only. District-provided transportation shall be available in such circumstances. The Board shall be informed of all District-initiated transfers.

**Children of Employees—  
Subsequent Years**

A child of an employee who attends an elementary school based on an approved transfer shall be allowed to attend the middle school in the attendance zone in which he or she resides or the middle school to which his or her current elementary school classmates progress.

Definition

For the purposes of this policy, an employee is defined as a regularly employed person who works at least 30 hours per week during the school year. A person who works part-time or in a temporary capacity, such as a substitute teacher or a temporary clerical employee, shall not be considered an employee for purposes of this policy.

**Tuition**

If the District charges tuition, the amount shall be set by the Board within statutory limits.

Waivers

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian.

Nonpayment

The District may initiate withdrawal of students whose tuition payments are delinquent.

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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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