

**Purpose and Intent**

The Board shall endorse the neighborhood school concept. In accordance with Education Code 25.031-034 and 26.003, a parent may choose a school of attendance other than his or her neighborhood school, at the discretion of the Board.

Neighborhood school attendance areas shall be established to optimize use of existing facilities and to maintain relatively balanced enrollments. A parent may apply to another District school to take advantage of a specialized program or to meet other family needs.

All District schools shall offer high quality instructional programs addressing the District's mission, goals, and adopted curricula, along with enhancements as approved by the Campus Instructional Improvement Council and the District Educational Improvement Council.

**Assignments**

A student shall be assigned to a school in the attendance area in which he or she resides. A request for an intradistrict transfer may be made by filling out an online application. The application deadline shall be May 31 unless otherwise specified. An application submitted after the deadline shall be considered on a case-by-case basis and approved by the Superintendent or designee.

Under most circumstances, a principal and assistant superintendent shall have the authority to approve an intradistrict transfer. All transfer requests shall be renewed and approved on an annual basis.

**Reasonable Basis**

An intradistrict transfer request may be granted if a student or parent has a reasonable basis for making the request. The administration may require evidence supporting the basis presented. Such a basis may include, but shall not be limited to, the following factors:

1. Conditions of health, provided a student or parent submits a written statement from a licensed physician or psychologist detailing specific reasons why a transfer may be beneficial to the student.
2. An employee request, provided the employee can show that an alternate campus is in closer proximity, or on a direct route, to an employee's location of work.
3. Hardship difficulties with child care or transportation.
4. Course offerings.

Only a high school student shall be authorized to petition under the course offerings basis. In such a case, the student or parent shall be required to demonstrate that the student has pursued study in a subject area for which no course offerings

exist at the student's assigned high school, but do exist at a high school in another attendance area.

**Campus Capacities**

Each District campus has an actual maximum building capacity. Maximum building capacity shall be defined as the total number of students that could be enrolled in a school under ideal/optimum conditions (i.e., each classroom is utilized fully).

Optimum conditions are not typical. Therefore, for the purpose of implementation of this policy, recommended capacity shall be the basis on which intradistrict transfers are based. Recommended capacity shall be 90 percent of a facility's maximum capacity.

The capacity of a facility is subject to change when the purpose for which the facility is used changes (new magnet program, for example) or when additions are made to the buildings. Changes to building capacities shall be made at the time of completion of construction projects.

**Determination of Space Available or Closed Campus Status**

Space available for each District campus shall be based on recommended capacity.

**Transfer Procedures**

The transfer process begins March 1 of each year. A separate application shall be required for each child. An application for intradistrict transfer shall be submitted each year.

Upon approval by the building principal, an application shall be forwarded to the appropriate assistant superintendent, who shall make a recommendation for final approval or disapproval. An appeal shall be made to the campus principal in accordance with FNG(LOCAL).

**Intradistrict Transfers**

A transfer shall be approved for a student in accordance with administrative guidelines. These guidelines shall include the following:

1. An online application shall be submitted by the parent to the administration prior to a date set by the administration each year.
2. In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history records, academic records, and attendance records.
3. A school that is at or near maximum capacity in enrollment may deny an intradistrict transfer student.

4. An intradistrict transfer shall not be approved if, as a result of a transfer, the school from which the student is transferring will experience a reduction in program offerings.
5. A student may not transfer if the transfer violates eligibility rules established by UIL. A student may not transfer for athletic purposes or for any extracurricular program. A student requesting and receiving an intradistrict transfer shall not be eligible for varsity athletic competition for 12 months after the date of the transfer's enrollment.
6. After attending the school of residence for at least one full semester, a student whose transfer was rescinded may apply for a new intradistrict transfer beginning in the fall semester.
7. A student who has completed at least two years on a campus but moves out of the attendance zone prior to completing his or her senior year may receive a transfer to remain on the original campus.

**Transportation**

The District shall offer bus transportation only to neighborhood schools in designated transportation zones. Transportation for a student who has transferred to a school outside his or her neighborhood shall be furnished by the parent/guardian, unless otherwise provided in this policy.

Magnet Programs

Transportation to District magnet programs shall be determined by guidelines established within each program.

**Revocation of  
Transfer and Return  
to Neighborhood  
Campus**

A student approved for an intradistrict transfer in accordance with this policy shall abide by all school rules and procedures.

A student transfer may be revoked when the principal establishes that a student:

1. Has been truant;
2. Has failed to maintain satisfactory conduct;
3. Has failed to maintain passing grades; or
4. Has failed to be punctual.

When a transfer is revoked, the student's campus of residence shall be notified.

**Moving During the  
Year**

After the beginning of the school year, a student who moves to a different zone within the District shall have the option of continued enrollment at the original school until the end of the semester in which the move occurred. District transportation shall not be provided. A student who wishes to continue in attendance at his or her

original school may submit an application for an intradistrict transfer.

**Administrative Transfer**

The administration may reassign any student from one school facility or classroom to another school facility or classroom. Such a transfer shall be approved by the Superintendent or designee.

**False Information**

A student who obtained an approved transfer by providing false information shall have his or her transfer revoked and shall be enrolled in the school dictated by his or her attendance zone.

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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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