A student shall be assigned to a school in the attendance area 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.

**Transfers between Schools**

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

**Open / Closed Campuses for Transfers**

Each year the Board shall approve and publish a list of which campuses will be open and which will be closed for certain designated transfers. If a previously open campus becomes designated as a closed campus for transfers, a student submitting a renewal application shall be allowed to continue at the previously attended campus under the provisions allowed by this policy.

**Intradistrict Transfer Requests**

A parent or person standing in parental relation to any student may request, by petition in writing, the assignment of a student to a campus other than the home campus in which the student resides under specific circumstances outlined in Board policy. Resident students requesting transfers should be currently enrolled at a District campus. An intradistrict transfer application may be submitted online via the District’s website¹ or obtained at any campus. An application shall only be accepted for consideration if the request for transfer is in compliance with Board policy and any required processing fee is paid. Transfer and renewal applications must be completed each school year for consideration.

**Change of Residence**

A student whose legal residence changes from one attendance zone to another attendance zone within the District once the school year has begun may apply for an intradistrict transfer as appropriate with the following exception. A student who establishes a residence separate and apart from his or her parents in another attendance zone shall not be eligible for an intradistrict transfer if the student reestablishes residence with a parent or establishes another residence separate and apart from the parent in another school’s attendance zone.

**High School Students**

An eligible high school student whose legal residence changes from one attendance zone to another may choose one of the following options:

1. Enroll at the school serving the attendance zone to which he or she has moved;

2. Apply for a transfer to remain at his or her current school until the end of the current school year; or
3. Apply for a transfer to request a one-time option to finish high school in the attendance zone from which he or she has moved. The one-time option shall not apply when District attendance zones are redrawn.

**Elementary and Junior High Students**

An eligible elementary or junior high student whose legal residence changes from one attendance zone to another attendance zone within the District once the school year has begun may apply for a transfer to remain at the current school until the end of the current school year.

**Children of Employees**

A full-time District employee living within District boundaries may request a transfer for his or her child to attend the school closest to or the actual worksite of the employee. When a child completes a campus level, the eligible employee may request a transfer for the child to continue within the natural feeder pattern of the school to which the child was transferred. A substitute shall not be considered a District employee for purposes of transferring children.

An employee whose job location changes due to reassignment may request a one-time option to leave his or her child at the current campus for the remainder of that level of schooling.

An employee whose position or contract is terminated due to budgetary shortfall may request to leave his or her child at the current campus for one subsequent school year.

**Junior ROTC**

A transfer request may be made to attend Mayde Creek High School as a full-time high school student in order to participate in the Junior ROTC program on that campus. A student enrolled in Mayde Creek High School shall have priority for program enrollment. A transfer shall not be granted if the transfer will result in exceeding the number of students allocated to the program or requiring additional staff or facilities. A student who is granted a transfer for Junior ROTC shall be required to attend Mayde Creek High School for a minimum of one academic year unless the student’s violation of one of the standards at Reasons for Revoking a Transfer, below, results in a recommendation for revocation. The student shall be required to annually complete a request for transfer or renewal of transfer for consideration.

**Sibling Transfers**

A request may be made for a transfer to allow a sibling (other than one in a centrally located District program) to attend the same school that another sibling currently attends. Parents may elect to use a one-time option to allow siblings to complete their education at that campus. In the case of a special education student assigned to a program on a campus outside the student’s attendance
A request may be made for a transfer to allow a student residing in the same household to attend the same school as the special education student.

**Serious Medical / Psychological Reasons**

A student with a serious medical condition, documented by a physician, may apply for a transfer if the student’s identified needs cannot be met at the home campus. A student with a serious psychological condition, documented by a psychiatrist with a medical degree, may also request a transfer if the student’s identified needs cannot be met at the home campus. A student requesting a transfer based upon a mental, physical, or psychological problem that cannot be met at the home campus must be referred for an appropriate evaluation as dictated under federal law. Transfer decisions shall be delayed until all legal requirements have been met.

**Physical Assault Transfers**

A victim of a documented physical assault may request and be granted a transfer to an assigned campus if the student who committed the assault is at the victim’s home campus.

**Unresolved Student Conflicts**

If staff overseeing the District Student Transfer Office in collaboration with the campus administration determines that documented unresolved student conflicts exist on campus that cannot be addressed at the home campus, a transfer may be approved to a designated assigned campus.

**Temporary Transfer — Early Enrollment**

A change of residence within the attendance boundaries of the District that is pending as a result of the acquisition of another home, with appropriate documentation, may be considered as a basis for “temporary transfer” to the school that serves the area of the future legal residence. A transfer request under this provision shall be limited to a time interval of five months before the official change of residence.

**Reasons for Denying Transfer Requests**

Reasons for denying a transfer shall be made known through the written transfer agreement.

**Appeal**

An appeal shall be made in accordance with FNG(LOCAL).

**Students with Disabilities**

A student with a disability eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 requesting a transfer shall be considered on the same basis as all other transfers. Admission, review, and dismissal (ARD) and 504 committees shall not address intradistrict transfer requests. These committees shall only be authorized to make placement decisions; they shall have no authority to make transfer decisions.

**Deadlines for Intradistrict Transfers**

In order to ensure continuity in the educational programs of District students, intradistrict transfer applications shall only be accepted at designated times, as applicable.
A decision regarding the transfer application shall be made within ten business days of receipt by the District Student Transfer Office of all required documents and fees.

### Effective Length of Approved Transfers

An approved intradistrict transfer shall become effective on the date specified by the District, and the request shall remain in effect until the reason for the initial request no longer exists or a student's campus level changes (elementary, junior high, or high school). A renewal application must be completed each year to verify that the transfer remains effective.

Once a transfer or renewal application is approved, the student shall remain at the campus to which he or she was assigned for the remainder of the designated semester or school year unless the transfer is revoked for one of the reasons specified for revocation.

### Transportation

The District shall not provide transportation for approved transfers. Transportation shall be the responsibility of the parent. A high school student shall not be guaranteed parking privileges.

### UIL Eligibility

Participation in UIL activities shall be in accordance with all applicable UIL regulations and Board policy FMF(LOCAL). Varsity athletic participation shall be based on UIL residency requirements during grades 8–12. A student requesting an intradistrict transfer should consult with the athletic department to determine if transferring will result in the forfeiture of varsity eligibility for a year.

### Reasons for Revoking a Transfer

Reasons for revoking a transfer shall be made known through the written transfer agreement.

### Notice of Revocation

In order to revoke an intradistrict transfer, a principal shall submit a notice of revocation of an intradistrict transfer to the parent.

### Appeal of Revocation

An appeal shall be in accordance with FNG(LOCAL).

### Transfers Prompted by Bullying

For the transfer of a student who is a verified victim of bullying or who is identified as having engaged in bullying, the District Transfer Office shall be authorized to consider a transfer between campuses, as appropriate, separate from the processes established in this policy for other types of transfers. An application for a transfer based on bullying may be submitted online at the District website or obtained at any campus. [See FDB(LEGAL)]

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**Note:** 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.
ADMISSIONS INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS (LOCAL)

1 District website: [www.katyisd.org](http://www.katyisd.org)
2 District website: [www.katyisd.org](http://www.katyisd.org)