

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

Assignments

Except as provided in this policy for a child of a District employee, the Superintendent or designee shall assign each student to a school according to his or her residential attendance zone and shall reassign a student to conform to any changes in attendance zones. When a student is reassigned, the parent shall be notified in writing.

Class Changes

The campus principal shall be authorized to ~~investigate and approve the transfer~~ **assign and reassign the placement** 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.

**Intradistrict
Transfers**

The intradistrict campus transfer of resident District students shall be handled through an annual student transfer request process, and timelines delineated in the District's associated administrative regulation.

~~Beginning with the 2025-26 school year, District students shall attend the school in the student's assigned residential attendance zone.~~

~~Students in grades 5-12 as of the 2024-25 school year who are attending a campus other than the one in their attendance zone on a transfer shall be permitted to remain on the previously approved transfer for that campus until their transition year (fifth to sixth grade or eighth to ninth grade). At the transition year, students may apply to continue on a transfer to the next grade level.~~

~~Students in grade 4 and below as of the 2024-25 school year who are attending a campus other than the one in their attendance zone on a transfer shall be permitted to remain on the previously approved transfer for that campus until their transition year (fifth to sixth grade).~~

~~Students in grade 4 or below, as of the 2024-25 school year, shall attend the middle school in their assigned residential zone and the schools in their assigned residential attendance zone thereafter.~~

~~Transfer eligibility for students on a transfer as of the 2024-25 school year:~~

- ~~• 8th grade (Class of 2029) may apply during the 8th grade transition year only~~
- ~~• 7th grade (Class of 2030) may apply during the 8th grade transition year only~~
- ~~• 6th grade (Class of 2031) may apply during the 8th grade transition year only~~

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- ~~5th grade (Class of 2032) may apply during both the 5th grade and 8th grade transition years~~

~~The intradistrict campus transfer of resident District students shall be handled through an annual student transfer request process delineated in the District's associated administrative regulation.~~

~~Students may only apply for a transfer during the transition years.~~

~~Beginning with the 2026-27 school year, and going forward, a District student may apply to attend the school in their grandparents' assigned residential attendance zone. If approved, the student shall be permitted to remain on the grandparent transfer through transition years for the remainder of their time in the District, unless the student opts to return to the school in the student's assigned residential attendance zone. Once the student has returned to their residential attendance zone, they are no longer eligible for the grandparent transfer.~~

~~Any student who was in kindergarten through grade 4 during the 2025-26 school year and who was displaced as a result of the Education Master Planning Committee (EMPC) related campus consolidation recommendation and who timely submitted a transfer request may attend their requested campus, so long as, based on the administration's determination, granting such a transfer would not render attendance capacities untenable. When such a student matriculates to middle school, that student shall attend the middle school in the student's assigned residential attendance zone, unless another exception applies.~~

Space Availability,
Capacity, and
Staffing

As used in this policy, physical space availability is when the campus grade level and instructional setting has enrolled less than 90 percent of its enrollment based on staffing projections for the coming school year and when a campus has enrolled less than 90 percent of its enrollment projection for the coming school year. A campus must also have available staffing. Available staffing which includes appropriate student-to-teacher ratios within and the budgeted staffing projections.

**District Transfer
Committee**

The District Transfer Committee is comprised of District administrators. The transfer committee shall consider the criteria outlined in the associated District administrative regulation.

Limitations

If a transfer is approved, a student shall be allowed only one intradistrict campus transfer per school year; however, a student may return to at the end of the semester transfer to the campus in the student's attendance zone at any time, pending space and availability. If a student returns to their zoned campus, they are no longer eligible for future transfers requests during the same school year.

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FDB
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	When a student changes campuses, the student's eligibility for varsity athletic UIL competition shall be determined by UIL rules.
Transportation	The parent of a student whose student is attending another campus on an intradistrict transfer shall provide transportation for the student.
Revocation of Transfer	Approval of an intradistrict transfer may remain in effect unless: 1. The transfer student seeks to return to the campus in the student's attendance zone. 2. The transfer student fails to abide by the laws, rules, and policies contained in the Student Code of Conduct and student handbook. If the student exhibits behavior that causes the principal or designee to take action, as specified in the Student Code of Conduct or student handbook, the principal may request that the District revoke the transfer. 3. The transfer student fails to continue to meet the transfer eligibility criteria as outlined in the District's administrative regulation. 4. The Transfer Committee specifies a duration for the transfer when it approves the request.
Assignment of Children and Grandchildren of District Employees	A child or grandchild of a District employee who resides in the District shall be assigned according to his or her attendance zone; however, a District employee may request that his or her child be assigned outside the attendance zone in which he or she resides. Subject to availability of space and instructional staff at the requested grade level and school, the child shall be assigned to the campus at which the parent is assigned or to the appropriate campus geographically closest to the parent's work site may submit a request to a campus other than their zoned campus, and is subject to availability of space and instructional staff in the requested grade level and school. Employees shall be permitted to request a transfer only once per year. Space shall be considered available when the campus grade level has enrolled less than 90 percent of its enrollment capacity based on staffing projections by grade level and instructional settings for the coming year, and when a campus has enrolled less than 90 percent of its enrollment projection for the coming school year. Once assigned to a campus approved in accordance with this policy, a child of a District employee shall be permitted to continue enrollment at that campus in subsequent school years regardless of availability of space or the cost of staffing until the completion of the highest grade level at the campus, pending they continue to

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INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

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meet the eligibility criteria outlined in the District's administrative regulation.

~~Regardless of grade and school, age cohort preferences, or split feeder enrollments to the next level campus, a child of a District employee shall be permitted to request a transfer only once per year either to the parent's work site or to the campus geographically closest to the parent's work site.~~

**Prekindergarten and
Designated
Programs**

Resident students may apply to attend one of the District's designated programs as outlined in the District's administrative regulation. Some programs require students to qualify. The associated administrative regulation shall specify the criteria for admission.

The District offers limited open enrollment for 3- and 4-year-old Pre-K students. Pre-K placements are managed separately from the annual transfer process.

Campus placement depends on space and availability. Students attending Pre-K outside their zoned campus shall return to their attendance zone campus for Kindergarten. Any student desiring attendance at a campus other than their attendance zone campus may apply during the annual transfer process.

Falsifying Records

If any student, parent, or legal guardian falsifies a transfer application or enrollment information, including an address, and the student is not a District resident, the student shall be removed immediately and shall not be allowed to complete the semester in the District. In accordance with law, the District reserves the right to verify the residency of any student. [See FD]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL), ~~beginning at Level Two.~~ Additionally, the District shall comply with specific provisions of Education Code 25.034 regarding a parent's right to appeal a decision made pursuant to this policy. [See FDB(LEGAL) at Board's Decision]

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.
