

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

Transfer Requests

A nonresident student shall not be permitted to attend District schools except as provided below.

Transfer
Agreements

All nonresident transfer students and their parents shall execute a transfer agreement as part of the application process wherein they agree to follow all rules and regulations of the District. Violating the terms of the transfer agreement may result in a transfer request not being approved for the following school year.

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](#).

**Limited Enrollment
Students**

A student who lives outside the boundaries of the District but within the boundaries of the cities of Grapevine or Colleyville shall be permitted to submit a transfer application to attend ~~the school in the District associated with a specific pathway identified in the associated administrative regulation.~~ [a GCISD school with space and availability. Once approved, the student may be permitted to remain until the completion of the highest grade level at the campus, provided they continue to meet the eligibility criteria outlined in the District's administrative regulation. Requests shall not be accepted for students beyond the fourth year in high school.](#)

~~Transfers shall be granted for one regular school year at a time and shall always be contingent upon availability of space and instructional staff.~~

A nonresident student accepted through the limited enrollment program shall be responsible for payment of all fees required for participation in the program.

A student enrolled under a limited enrollment transfer who moves outside the boundaries of the cities of Grapevine and Colleyville shall be withdrawn from enrollment at the end of the school year; however, if the student is in grades 10-12 and is passing all classes, has good attendance, and no discipline issues, the student shall be permitted to continue in attendance until graduation with the student's cohort. Requests shall not be accepted for students beyond the fourth year in high school.

Factors

In approving transfers, the Superintendent or designee shall consider the availability of space (program and physical) and instruc-

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**Resident
Grandparent**

tional staff, the student's disciplinary history, and attendance records. An eligible student must have passed all classes and all applicable portions of the most recent state-mandated assessments.

On at least an annual basis, students shall be evaluated to determine their eligibility to remain a student in the District.

A resident grandparent may submit a transfer application for their nonresident grandchild to attend the District school in their residential attendance zone.

A resident grandparent who is providing a substantial amount of after-school care for their grandchild, as defined in law, shall be assigned to a school according to the residential attendance zone of the resident grandparent. A student under this provision is not a student on a transfer.

The Superintendent or designee shall have the authority to approve or deny all resident grandparent transfer requests. Transfers approved under this provision shall be granted for one regular school year at a time.

A transfer student who is enrolled under this transfer provision but whose grandparent no longer lives in the District shall be withdrawn from enrollment at the end of the school year. However, if the student is in grades 10-12 and is passing all classes and the most recent state assessments, has good attendance and no discipline issues, the student shall be permitted to continue in attendance until graduation of the student's cohort. Requests shall not be accepted for students beyond the fourth year in high school.

[See FD]

Factors

In approving transfers, the Superintendent or designee shall consider the availability of space (program and physical) and instructional staff, the student's disciplinary history, academic records, and attendance records. An eligible student must have passed all classes and all applicable portions of the most recent state-mandated assessments.

On at least an annual basis, students shall be evaluated to determine their eligibility to remain a student in the District.

Transfer Exceptions

Residents
Becoming
Nonresidents

A resident student in ~~prekindergarten~~ kindergarten - 12th grade who has lived in the GCISD boundaries for three or more consecutive years and 9 who has good attendance and no discipline issues, and who becomes a nonresident during the course of a semester, may be permitted to continue in attendance for the remainder of the school year, until the completion of the highest grade level at the campus, provided they meet the eligibility criteria outlined in the

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District's administrative regulation. Requests shall not be accepted for students beyond the fourth year in high school.

A parent shall submit a written transfer application to the District request to the campus principal for initial approval; however, an annual transfer application must be submitted for each subsequent year at the campus.

~~A resident student in grades 10-12 who has good attendance and no discipline issues, and who becomes a nonresident, may be permitted to continue in attendance through graduation of the student's cohort. Requests shall not be accepted for students beyond the fourth year in high school.~~

Resident students that who become nonresident transfers may attend school tuition-free.

On at least an annual basis, students shall be evaluated to determine their eligibility to remain a student in the District.

Children of District
Employees

A nonresident District employee may request that his or her child be admitted into District schools by submitting a transfer application with the Superintendent or designee. Full-time or part-time employees shall be permitted to make such a request upon employment; however, the children of individuals employed by the District as substitutes shall not be eligible for enrollment.

In approving transfers for children of District employees, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history, academic records, and attendance records. Transfers shall be granted for the duration of the grade levels available at the school where the child is approved to attend. The child of a District employee may attend school tuition-free if they meet the eligibility criteria for this program. Otherwise, tuition is applicable for this program. [See Education Code 29.53(b) for eligibility criteria.]

Upon any resignation or termination of the parent's employment, the child of a nonresident District employee shall forfeit all rights to enrollment in the District for the following school year.

On at least an annual basis, students shall be evaluated to determine their eligibility to remain a student in the District.

School Resource
Officers

A nonresident School Resource Officer (SRO) assigned to the District by their agency may request that his or her child be admitted into District schools by submitting a transfer application with the Superintendent or designee.

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In approving transfers for children of SROs, the Superintendent or designee shall consider availability of space (program and physical) and instructional staff, as well as the student's disciplinary history, academic records, and attendance records. Transfers shall be granted for the duration of the grade levels available at the school where the child is approved to attend.

Upon any separation or termination of the parent's assignment as an SRO in the District, the child of a nonresident SRO shall forfeit all rights to enrollment in the District for the following school year.

A nonresident student accepted under the SRO transfer exception shall be responsible for payment of tuition.

On at least an annual basis, students shall be evaluated to determine their eligibility to remain a student in the District.

Children of City
Employees

For purposes of this section, the students of city employees is applicable [refers](#) to the city of Colleyville and the city of Grapevine.

A nonresident city employee may request that his or her child be admitted into District schools by submitting a transfer application with the Superintendent or designee. Full-time or part-time employees shall be permitted to make such a request upon employment; however, the children of individuals employed by the city as seasonal or temporary staff shall not be eligible for enrollment. ~~Nonresident children of city employees may attend District schools in one of the pathways outlined in the associated administrative regulation.~~

In approving transfers for children of city employees, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history, academic records, and attendance records. An eligible student must have passed all classes and all applicable portions of the most recent state-mandated assessments. ~~However, the Superintendent or designee, in their sole discretion, may consider extenuating circumstances and may modify the requirements in a situation deemed appropriate for modification. On at least an annual basis, students shall be evaluated to determine their eligibility to remain a student in the District.~~

Upon any resignation or termination of the parent's employment, the child of a nonresident city employee shall forfeit all rights to enrollment in the District for the following school year.

On at least an annual basis, students shall be evaluated to determine their eligibility to remain a student in the District.

Transfer Priorities

~~If approved to attend school in the District, as of the 2025-2026 school year, any nonresident student shall be assigned to attend~~

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~~the schools in the pathways as outlined in the associated administrative regulation except for children of District employees.~~

~~Beginning with the 2025-2026 school year, transfer applications shall be considered separately for each student, not collectively for a family.~~

Revocation of Transfer

Approval of a nonresident transfer is in effect unless:

1. The transfer student seeks to return to the campus in the student's home district.
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 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.

Prekindergarten and Designated Programs

A nonresident student 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 all 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.

Future District Residents

A student who will be moving into the District may submit a transfer application to the District and may be allowed to transfer into the District if the administration has received an affidavit regarding residency intent, signed by the parent, guardian, or other person having lawful control of the student and one of the following:

1. A contract of sale fully executed by all parties for a home and lot for which the transaction will be closed and the proposed

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resident will occupy the residence in the District within 90 calendar days from the date of the affidavit regarding residency intent;

2. A fully executed form of contract, other than a contract of sale, including a builder's contract signed by all parties for a home and lot for which the transaction will be closed, and the proposed resident will occupy the residence in the District within 90 calendar days from the date of the affidavit regarding residency intent;
3. A lease agreement fully executed by all parties for a home or apartment under which the proposed resident will occupy the residence in the District within 30 calendar days from the date of the affidavit regarding residency intent; or
4. A rental agreement fully executed by all parties for a home or apartment under which the proposed resident will occupy the residence in the District within 30 calendar days from the date of the affidavit regarding residency intent.

If the documents are acceptable to the District, and a transfer application is signed, the student shall be allowed to enroll and attend. The child shall be assigned to a school according to the attendance zone of the intended residence. [see FDB(LOCAL)] If the affidavit, contract of sale, or lease agreement is not fulfilled within the stated period, the student must be withdrawn from school within five school days after demand by the District. However, the Superintendent or designee may consider extenuating circumstances and may modify this requirement.

Students with Disabilities

The District shall follow applicable state and federal law when considering the transfer request of a student with a known disability, including a student who receives special education services.

Transportation

The District shall not provide transportation for transfer students.

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]

UIL Eligibility

All rules of the University Interscholastic League (UIL) shall be followed when considering transfer requests. The receiving campus principal and the athletic director or fine arts director shall render decisions with respect to the eligibility of a transfer student for participation in UIL activities.

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Tuition	If the District charges tuition, the amount shall be set by the administration, within statutory limits. Tuition shall be paid in accordance with the requirements of the program. Any overpayment for a month due to becoming a resident in the District shall be reimbursed by the District based on a daily rate. Tuition shall not be reduced for absences.
Waivers	The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]
Nonpayment	The District may initiate withdrawal of students whose tuition payments are delinquent.
Appeals	Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.