



GRAPEVINE-COLLEYVILLE

INDEPENDENT SCHOOL DISTRICT

**GCISD Student Transfer
Information
2027-2028**

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Grapevine-Colleyville Interdistrict & Intradistrict Student Transfer Request Process

Grapevine-Colleyville ISD's transfer option for students not requesting specialized programs who do not wish to attend their zoned school will be made through transfer requests. These requests are also available for families living in the cities of Colleyville and Grapevine but are zoned for other school districts.

Types of Transfers (Definitions in Alphabetical Order)

City Employees

Individuals employed by the cities of Grapevine and Colleyville may request that their child be admitted into District schools by submitting a transfer application to the District.

District Employees

A child or grandchild of a District employee who has not been previously approved for a transfer or moving to a new campus must make a request to transfer and is subject to availability of space and staffing, as this is defined in Board Policy. See Board Policy FDB(LOCAL) for information on when the employee's employment ends.

Non-Resident Families Residing in Grapevine or Colleyville But Zoned to Another District

Grapevine-Colleyville ISD is a limited open-enrollment District. A non-resident student in grades Pre-K - 12 living within the boundaries of the cities of Colleyville or Grapevine, but outside the boundaries of GCISD, may apply to attend designated schools or designated district programs.

Peace Officers and Servicemembers

"Peace officer" means a person elected, employed, or appointed as a peace officer under Article 2A.001, Code of Criminal Procedure, or other law. A "servicemember" means an active duty member of the armed forces of the United States, a reserve component of the armed forces of the United States, or the Texas National Guard. Individuals in these classifications may request that their child be admitted into District schools by submitting a transfer application to the District.

Residents

A resident parent or resident legal guardian of a student may request an intradistrict transfer from one school to another.

Resident Grandparent of a Non-Resident Grandchild

A resident grandparent of GCISD may submit a transfer application for their non-resident grandchild to attend the school zoned to the grandparents' residential address.

***PLEASE NOTE:** Under Texas Education Code § 25.001(b)(9), a child who does not live in a specific school district can still enroll in that district tuition-free if their grandparent resides within that district and provides a substantial amount of before-school or after-school care. Resident grandparents who are providing before-school or after-school care for their non-resident grandchildren do not need to apply for a transfer. Rather, they will need to complete the child care affidavit available by contacting the campus data secretary or registrar to complete enrollment. Those students shall be assigned to a school according to the residential attendance zone of the resident grandparent.*

School Resource Officers

A non-resident School Resource Officer (SRO) assigned to the District by their agency may request that their child be admitted into District schools by submitting a transfer application to the District.

Siblings

Siblings will be required to submit a transfer request if they are of the age that they would attend the same campus at the same time as a sibling already on an approved transfer.

Transfer Request Criteria

An application must be completed for anyone who qualifies to apply for a transfer (See **Types of Transfers**). It is the parent or guardian's responsibility to obtain the required documents necessary for submission. Academic records such as report cards and attendance records may be obtained from Skyward or your district's designated data management system. Discipline records may be obtained from your school's administrative team.

All applications will be reviewed, and if the student meets the requirements, they will be included in the request pool.

The criteria used in considering a transfer are as follows:

Transfer Criteria for Residents and Non-Residents	
Capacity	• Available capacity at the requested school, grade level, and instructional setting • Availability of instructional staff
Attendance	• Student's attendance must meet the 90% attendance rule at the time of the transfer request submission.
Discipline History	• The transfer student's discipline history is in good standing • Student's discipline must meet the District Student Code of Conduct expectations. Violations of the Student Code of Conduct that cause a significant disruption to the learning or school environment will be cause for eligibility review and will be evaluated if the student has: ■ more than 3 office referrals; and/or ■ a total of 5 or more placement days of ISS • <i>Students with Out-of-school suspensions (OSS), disciplinary alternative education program (DAEP-VISTA), or Juvenile Justice Alternative Education Program (JJAEP) placements do not meet eligibility criteria and will not be eligible to request a transfer.</i>
Academic Standing	The transfer student's academic records are in good standing • K-2 Academic records shall be based on the student demonstrating mastery of the majority of the course-level, grade-level standards for each subject as indicated on the standards-based report card for each grade level at the time of the transfer request. • Grades 3–12 Academic records shall be based on the student's overall average of 70 on a scale of 100 based on course-level, grade-level standards for all subject areas, and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies at the time of the transfer request. Non-residents (In addition to the above criteria): ○ Passed the most recent state-mandated assessments (such as STAAR) ○ An eligible student must have passed all classes

Please note: Applications are considered individually, not family.

Transfer Windows (Timelines)

The dates for accepting applications for transfer requests will be announced on the District website prior to the spring semester. Transfer decisions will be provided after each transfer window; however, the District may not know enrollment capacity for specific situations until August of each school year. Therefore, the District may not be able to advise parents of determinations until August, although the intent is to provide determinations after each transfer window closes.

The transfer request windows for the 27-28 school year are as follows:

- Primary Window: January 4-24, 2027
- Second Window: March 22 - April 11, 2027 (Consideration for ASPIRE-related placements)
- Final Opportunity Window: June 28 - July 9, 2027

Transition Years (Pre-K to Kindergarten, 5th to 6th, and 8th to 9th)

Students whose transfer request is approved will be able to remain at the new campus until it is time to move up to another grade at a different campus. At this time, these students will then be required to apply for a transfer request for the next campus. Transfer requests should be made when the student moves from:

- Pre-K to Kindergarten
- Elementary to middle school
- Middle school to high school

Transfer Approval Process and Timeline

The District will verify that all student transfer requests meet the stated criteria before moving forward with the process. Transfers will only be prioritized and approved when there is grade-level, instructional setting, and campus capacity, as defined in Board Policy FDB(LOCAL), and the student meets the required eligibility criteria.

After all requests made for the transfer request window are submitted and the application window has closed, applications will be sorted in the following cluster order of priority: (1) employees, (2) peace officers/servicemembers, (3) siblings, (4) residents, (5) grandparents, (6) non-residents, and (7) special requests.

The application form prompts applicants to list their second school choice should their first choice not be available. If only one campus is desired, parents should not designate a second choice or select the option that states "If I do not get the 1st choice I want to stay at my home campus."

Approved transfers remain in effect until the student completes the grade levels offered at the school unless the transfer is revoked as per Board Policy FDB(LOCAL) and FDA(LOCAL). Residents who have been enrolled in and attended a school within the District attendance zones for 3 or more consecutive years, who relocate outside the District boundaries, may submit a written transfer request to the campus principal for initial approval, but will require an annual transfer application submission for subsequent years at the campus. Residents enrolled in the District for less than 3 consecutive years may submit a written transfer request to the campus principal to remain until the end of the school year.

Capacity/Physical Space

Capacity/physical space shall be considered available when the campus grade level has enrolled less than 90 percent of its enrollment capacity based on staffing projection 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. Available staffing includes appropriate student-to-teacher ratios and the budgeted staffing.

Waitlists

Should a waitlist be needed for campuses for transfer requests, families will be notified by email should space become available on the campus at the desired grade level. Waitlists will be discarded after Labor Day for the current school year. If a transfer is still desired, the student must submit during the request process the next school year.

Accepting a Student Transfer

When a parent receives the transfer approval letter from the District, the parent must respond in writing to accept or decline within **5** business days. Failure to return the form within **5** business days will cause a forfeiture of the request.

Beyond this date, the transfer seat will be released and will no longer be available. Families with multiple student transfers must accept each seat individually, as seats for multiple students on either the same or multiple campuses cannot be guaranteed.

Declining a Student Transfer

If a family declines a transfer offer, the family forfeits the current school year transfer opportunity, and the student will attend their zoned campus. Families may submit an application during the subsequent school year request timelines.

Incomplete Student Transfer Request Applications

The student transfer request process includes several checkpoints to ensure students are eligible to submit transfer requests. Verifying student residency, eligibility criteria, and campus capacity is extensive. Student transfer applications that are incomplete or missing required submission items **will not be reviewed or processed**.

Applicants who submit incomplete applications will be notified via the student transfer email account that their applications will not be reviewed or processed until they are complete.

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.

Continued Eligibility of a Student Transfer

A student may no longer be eligible to continue their transfer if they fail to abide by the laws, rules, and policies contained in the Student Code of Conduct and the Student-Parent Handbook. If the student exhibits behavior that causes the principal or designee to act, as specified in the Student Code of Conduct or Student-Parent Handbook, the principal may request that the District Transfer Committee revoke the transfer. Additionally, students must continue to meet the transfer eligibility criteria as reviewed every 9 weeks by the campus. Failure to maintain eligibility may result in the student no longer being able to remain as a transfer student on the campus the following school year. Eligibility check criteria will be communicated by the transfer campus every 9 weeks.

Other Considerations for Parents When Applying for a Transfer

Transportation

Parents of transfer students shall provide transportation to and from school. The parent/guardian waives eligibility for transportation services upon acceptance of the transfer.

UIL Eligibility

The District shall follow all rules of the University Interscholastic League (UIL) when considering transfer requests. The receiving campus principal and the GCISD Executive Director of Athletics or Director of Fine Arts shall determine the eligibility of a transfer student for participation in UIL activities.

Any student who transfers to a school outside of the student's attendance zone of residence will be subject to all eligibility rules of the University Interscholastic League (UIL) and such eligibility rules as may be adopted by the Board of Trustees. It is the responsibility of the parent/guardian to contact the GCISD Executive Director of Athletics for information about a student's eligibility or lack thereof because of a transfer.

Student Transfer Information by Type (Alphabetical Order)

Children of City Employees Student Transfers

Employees of the cities of Colleyville or Grapevine who do not reside within GCISD boundaries may request a student transfer. A non-resident city employee may request that his or her child be admitted to the District's schools by submitting a transfer application. 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.

In approving transfers for children of city employees, the District shall consider:

- Available capacity at the requested school, grade level, and instructional setting
- Availability of instructional staff
- The transfer student's attendance is in good standing
- The transfer student's behavior is in good standing
- The transfer student's academic records are in good standing
 - Passed the most recent state-mandated assessments (such as STAAR)
 - An eligible student must have passed all classes

Applications for children of city employees are considered individually, not by family. Upon approval, the student is allowed one transfer per school year. At least annually, students shall be evaluated to determine their eligibility to remain students in GCISD. *An approved transfer for one child does not guarantee space availability for current or future siblings.*

A. Required documents to complete the City Employee Student Transfer

Proof of City Employment: a document providing verification of employment. Also required: a recent grade report card indicating attendance and behavior, documentation of the most recent performance on applicable state assessments, and a current 504 plan or IEP if applicable.

The District will review all documents and application requests. If the required documents are not attached or are inaccurate, the transfer request will be considered incomplete and not entered into the application pool.

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not family.

Email notifications of placement will be sent as students are placed.

District Employees Student Transfers

Employee (Non-Resident) Student Transfers

A non-resident District employee may request that his or her child or grandchild be transferred from their zoned assigned campus/school district to a GCISD campus. All transfers are subject to space availability at the requested grade level and staffing. An approved transfer for one child or grandchild does not guarantee space availability for current or future siblings. Transfers of non-resident employee children or grandchildren must follow Board Policies FDA(LOCAL) and FDB(LOCAL).

In approving transfers for children and grandchildren of Non-Resident Employees, the District shall consider the following:

- Availability of instructional staff
- Available capacity at the requested school, grade level, and instructional setting
- The transfer student's attendance is in good standing

- The transfer student's behavior is in good standing
- The transfer student's academic records are in good standing
 - Passed the most recent state-mandated assessments (such as STAAR)
 - An eligible student must have passed all classes

Once assigned to a campus in accordance with this policy, a child or grandchild of a district employee shall be permitted to continue enrollment at that campus in subsequent school years. Upon approval, the student is allowed one campus transfer per school year. A student may unenroll and return to their home school district at any time. Approved transfers remain in effect until the student completes the grade levels offered at the campus unless the transfer is revoked as per Board Policies FDA(LOCAL) and FDB(LOCAL).

Upon any termination of the parent's employment, the child or grandchild of a non-resident District employee forfeits all rights to enrollment in the District. A non-resident employee's resignation or termination of employment with GCISD will result in the withdrawal of their child or children and grandchild or grandchildren at the end of the school year. However, the student(s) must have and maintain good attendance and have no discipline issues to be permitted to remain.

Note: For non-resident employees who live within the boundaries of the cities of Colleyville or Grapevine but outside the boundaries of GCISD, the transfer remains in effect until the student completes the grade levels offered at the school, unless the transfer is revoked per Board Policies FDA(LOCAL) and FDB(LOCAL).

An approved transfer for one child or grandchild does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not family. Substitutes are ineligible to apply for transfer.

Email notifications of placement will be sent as students are placed.

Employee (Resident) Student Transfers

Children and grandchildren of District employees residing in GCISD may request that his or her child or grandchild be transferred outside the attendance zone in which he or she resides. All transfers are subject to the availability of space at the requested grade level and staffing. Transfers of resident employee children and grandchildren must follow Board Policy FDB(LOCAL).

Once assigned to a campus in accordance with this policy, a child or grandchild of a district employee shall be permitted to continue enrollment at that campus in subsequent school years. Approved transfers remain in effect until the student completes the grade levels offered at the campus unless the transfer is revoked per Board Policies FDA(LOCAL) and FDB(LOCAL).

Regardless of grade and school, age-cohort preferences, or split feeder enrollments to the next level campus, children and grandchildren of District employees are permitted to request transfers only once per year. In approving transfers for children and grandchildren of Resident Employees, the District shall consider the following:

- Availability of instructional staff
- Available capacity at the requested school, grade level, and instructional setting
- The transfer student's attendance is in good standing
- The transfer student's behavior is in good standing
- The transfer student's academic records are in good standing

An approved transfer for one child or grandchild does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not family. Substitutes are not eligible to submit student transfer requests.

Email notifications of placement will be sent as students are placed.

Non-Resident (Interdistrict) Student Transfers

Grapevine-Colleyville ISD is a limited open-enrollment district. A non-resident student in grades K - 12 living within the boundaries of the cities of Colleyville or Grapevine, but outside the boundaries of GCISD, is permitted to apply to attend a GCISD school.

Required documents to complete the Non-Resident Student Transfer

Two documents providing evidence of Residency: a current property tax statement, current signed lease/rental agreement or deed of sale, and a current utility bill (electric, gas, or water). Also required: a recent grade report card indicating attendance and behavior, and documentation of the most recent performance on applicable state assessments.

The District will review all documents and application requests. If the required documents are not attached or are inaccurate, the transfer request will be considered incomplete and not entered into the application pool. The District will notify the parent of the incomplete file.

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not as a family.

Email notifications of placement will be sent as students are placed.

Peace Officer and Servicemember Student Transfers

A peace officer or a servicemember who is a parent of or person standing in parental relation to a student may request a transfer of the student to another district campus or to another school district under an agreement between both districts under Section 25.035. Parents requesting this type of transfer should email Student Transfers at gcisd.student.transfers@gcisd.net to obtain the transfer application.

In approving transfers for children of peace officers and servicemembers, the District shall consider:

- Available capacity at the requested school, grade level, and instructional setting
- Availability of instructional staff
- The transfer student's attendance is in good standing
- The transfer student's behavior is in good standing
- The transfer student's academic records are in good standing

Applications for children of peace officers and servicemembers who transfer are considered individually, not by family. Upon approval, the student is allowed one transfer per school year. At least annually, students shall be evaluated to determine their eligibility to remain students in GCISD. An approved transfer for one child does not guarantee space availability for current or future siblings.

A. Required documents to complete the Peace Officer and Service Member Student Transfer

Proof of employment or participation: a document providing verification of employment. Also required: a recent grade report card indicating attendance and behavior, documentation of the most recent performance on applicable state assessments, and a current 504 plan or IEP if applicable.

The District will review all documents and application requests. If the required documents are not attached or are inaccurate, the transfer request will be considered incomplete and not entered into the application pool.

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not family.

Email notifications of placement will be sent as students are placed.

Resident (Intradistrict) Student Transfers

A resident parent or resident legal guardian of a student may request an intradistrict transfer from one school to another. The criteria used in considering a transfer are as follows: (See **Transfer Request Criteria**)

- Available capacity at the requested school, grade level, and instructional setting
- Availability of instructional staff
- The transfer student's attendance is in good standing
- The transfer student's discipline history is in good standing
- The transfer student's academic records are in good standing

The District Transfer Committee will verify that all student transfer requests meet the stated criteria before moving forward with the process.

Upon approval, the student is allowed one campus transfer per school year. The student may transfer back to the campus in the student's attendance zone, pending space and availability and will not be able to submit another transfer request this same year. Approved transfers remain in effect until the student completes the grade levels offered at the school unless the transfer is revoked per Board Policy FDB(LOCAL).

Please note: Applications are considered individually, not family.

An approved transfer for one child does not guarantee space availability for current or future siblings.

Email notifications of placement will be sent as students are placed.

Resident Grandparent & Non-Resident Grandchildren Student Transfers

Grapevine-Colleyville ISD is a limited, open-enrollment district. A non-resident student in grades K-12 living outside the boundaries of GCISD but who has a grandparent who resides within the GCISD attendance boundaries is permitted to apply for a transfer to attend GCISD schools. A resident grandparent of GCISD may submit a transfer application for their non-resident grandchild to attend the school zoned to the grandparents' residential address.

For a non-resident student whose grandparent resides within GCISD boundaries, the transfer criteria are:

- Availability of instructional staff
- Available capacity at the requested school, grade level, and instructional setting
- The transfer student's attendance is in good standing
- The transfer student's discipline history is in good standing
- The transfer student's academic records are in good standing
 - Passed the most recent state-mandated assessments (such as STAAR)
 - An eligible student must have passed all classes
- Grandparents' current proof of residency (2 forms)

Applications for grandparent resident transfers are considered by the student and not by the family. Approved transfers remain in effect until the student completes all grades at that campus unless the student is no longer eligible to remain on a transfer per Board Policy FDA(LOCAL). For each transitional (Pre-K to Kindergarten, 5th to 6th, or 8th to 9th) year, the student must apply for a new transfer request.

Required documents to complete the Grandparent Non-Resident Student Transfer

Two documents providing evidence of residency for **both** the parent and grandparent: a current property tax statement, a current signed lease/rental agreement or deed of sale, and a current utility bill (electric, gas, or water). ***An affidavit verifying a grandparent relationship is also required.*** Also required: student's recent report card with attendance /behavior and recent state assessment performance (STAAR).

The District will review all documents and application requests. If the required documents are not attached or are inaccurate, the transfer request will be considered incomplete and not entered into the application pool.

An approved transfer for one grandchild does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not family.

Email notifications of placement will be sent as students are placed.

Sibling Student Transfers

Siblings of resident and non-resident students who have already been placed at a campus through a transfer request may submit a transfer request if they are of the age that they would be attending that level of campus at the same time as their sibling, who is already on an approved transfer.

All transfers are subject to the availability of space at the requested campus and grade level and staffing per FDB(LOCAL) and FDA(LOCAL). In approving transfers for siblings, the District shall consider:

- Available capacity at the requested school, grade level, and instructional setting
- Availability of instructional staff
- The transfer student's attendance is in good standing
- The transfer student's discipline history is in good standing
- The transfer student's academic records are in good standing
 - (Non-residents) Passed the most recent state-mandated assessments (such as STAAR)
 - An eligible student must have passed all classes

Upon approval, the student is allowed one campus transfer per school year. Approved transfers remain in effect until the student completes the grade levels offered at the campus unless the transfer is revoked as per Board Policy FDB(LOCAL).

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not as a family.

Email notifications of placement will be sent as students are placed.

GCISD Programs (Alphabetical Order)

ASPIRE Academy

ASPIRE Academy is a qualifying program and not handled through the annual transfer process. Thus;

- Transportation for ASPIRE students is provided from a central location only and not from neighborhoods. Consult with the Transportation Department for more details. Non-resident students are not eligible for transportation services. Siblings of ASPIRE students must complete the annual transfer request process as outlined above.
- If students exit the ASPIRE Academy, they and any previously approved sibling transfers shall be reviewed for continued transfer eligibility.
- Non-resident students who withdraw from the ASPIRE Academy prior to the completion of their second year will be required to return to their home district at the end of the semester.

Cannon Elementary: A GCISD STEM School Program Student Transfers

STEM (Science, Technology, Engineering, and Math) is a designated curricular program that integrates the concept of STEM, including engineering and design habits of mind, across core content areas and electives. Our program has a strong emphasis on engineering and design thinking.

Students may enter the program through the following avenues:

- Kindergarten - 5th-grade students zoned to Cannon Elementary: A GCISD STEM School
- Apply for a student transfer to Cannon Elementary: A GCISD STEM School (other residents and non-residents)

To participate in the Cannon STEM program, students must transfer from their zoned campus. All transfer policies and administrative regulations apply. Please review the Transfer Criteria outlined in this administrative regulation.

Collegiate Academy at TCC Northeast

GCISD Collegiate Academy at TCC NE is an Early College High School (ECHS) created in collaboration with Grapevine-Colleyville ISD and Tarrant County College Northeast, which offers GCISD students another pathway to College and Career readiness. The Early College program is not handled through the annual transfer process. To attend Collegiate Academy, resident and non-resident students must submit an application located on the Collegiate Academy website for consideration. Thus;

- *Enrollment decisions shall not be based on state assessment scores, discipline history, teacher recommendation, parent or student essays, minimum grade point average (GPA), or other criteria that create barriers for student enrollment.*
- Students go through an application and interview process before enrolling as a Collegiate Academy at Tarrant County College Northeast student.
- The District will provide transportation from a central location for Collegiate Academy students who reside in the GCISD district. Service is not provided from neighborhoods. Contact the Transportation Department for more details.
- Students enrolled in the Early College High School are making a four-year commitment to the program and are concurrently enrolled in college courses at Tarrant County College. Therefore, when possible, a transition to the student's home/zoned campus is best completed at the end of a semester to minimize disruption to the student's high school and college coursework. If a student chooses to leave the program and return to their home/zoned campus, the student and parent/guardian must complete the required exit meeting and withdrawal process prior to the student's transition.

iUniversity Prep: A GCISD Virtual Academy

iUniversity Prep is a tuition-free Texas online public school open to Texas students in grades 5-12. iUniversity Prep allows students to learn at home with a curriculum that meets rigorous standards and is fully accredited through the Texas Education Agency, and is not handled through the annual transfer process. To attend iUniversity Prep, students must meet the outlined admission criteria and submit an application located on the iUniversity website.

Prekindergarten Program

GCISD Pre-K offers limited open enrollment for 3- and 4-year-old students. Families residing outside the GCISD attendance zone do not qualify for state funding and are required to pay tuition to attend GCISD Pre-K. Pre-K placements are not handled through the annual transfer process.

Campus placement is based on space and availability. Upon entering Kindergarten, students who attended Pre-K at a campus outside their attendance zone 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. For information regarding campus availability and enrolling in Tuition-Based Pre-K, please email gcisd.pk@gcisd.net.