

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

Assignments

A student shall be assigned to the campus designated by the residence of the parent or legal guardian in accordance with Board-adopted attendance zones.

The Superintendent or designee shall assign students to schools according to attendance areas and shall reassign students to conform to any changes in attendance areas. When student reassignment is deemed necessary by the Superintendent or designee, the parent(s) or guardian of each student reassigned shall be notified individually in writing.

Enrollment shall take place at the campus of assignment. Regardless of where or with whom the student resides, if either parent or guardian lives within the District, the campus of assignment shall be determined by the parent's or legal guardian's permanent place of residency.

**Criteria for
Considering
Intradistrict Transfer
Requests**

A student who wishes to attend a school other than as assigned shall obtain prior approval from the Superintendent or designee.

Efforts shall be made at the elementary level, due to the unique needs of elementary age students, to provide the parent a choice of schools where space is available, according to District guidelines.

A request for an intradistrict transfer shall be made in writing to the Superintendent or designee using procedures and timelines approved by the Superintendent.

Factors

Each request for an intradistrict transfer shall be based on the individual needs of the student. In evaluating a request for transfer, the following criteria shall be considered:

1. The building capacity of the school to which the student has requested a transfer;
2. The current enrollment of both the assigned school and the receiving school;
3. The growth projections of the receiving school;
4. Teacher allocations;
5. Class size;
6. Instructional programs available at both the assigned school and the receiving school;
7. Extraordinary family considerations;
8. The student's academic, discipline, and attendance history;
9. The likelihood that the transfer would violate University Interscholastic League (UIL) rules; and

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10. Other reasons deemed appropriate by the Superintendent or designee.

Transportation convenience or peer social relationships shall not be considered reasons for the Superintendent or designee to reassign an individual student.

An intradistrict transfer that requires a change in classroom space or staff at either school shall not be approved.

Approved Transfers

An approved transfer shall remain in effect for all grade levels at the approved campus, provided that the parent's or legal guardian's permanent place of residence is maintained within the District, and all information provided at the time of the transfer request remains accurate.

A student under this provision shall be considered a transfer student and shall be subject to revocation for any reasons listed in this policy.

Transportation

The District shall not be required to provide transportation to students on intradistrict transfers.

**Deadlines for
Transfer
Consideration**

Transfer requests for the upcoming school year must be received by the deadline posted ~~no later than April 1. Transfers arrangements shall not be valid between any District campuses.~~ The decision of the Superintendent or designee shall be considered final.

The Superintendent or designee may assign any student from one school facility or classroom within the District to another facility or classroom within the District.

**Children of District
Employees**

~~A child of a District employee who has an option to attend a different high school within the District based upon the employment location (see above), rather than attending the assigned school according to attendance zones, shall be eligible for all levels of UIL and extracurricular activities at the school approved if he or she transfers at the first opportunity.~~

~~If a student subsequently transfers to another school, the student shall not be eligible for UIL and extracurricular activities until he or she has been in and regularly attended that school for at least the previous calendar year.~~

District Rezoning

When the District implements a school attendance zone change, the students are deemed eligible for UIL participation at the varsity level in the new attendance zone, if the Board allows for a student to attend the new school early. The student must declare and attend at his or her first opportunity.

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Transfer Limits

A student transfer may be requested only one time per school year.

Relocating Students

A student who moves to another attendance zone during the school year may apply to continue at the current campus for the remainder of the school year, provided there are no discipline, attendance, or transportation problems.

~~A student who moves to another attendance zone during the school year shall not be eligible in subsequent years for an intra-district transfer back to the student's previous school unless otherwise required by law.~~

A student residing in school zone A on the first day of school and planning to move to school zone B during the first 45 days of the school year may apply to the Superintendent or designee for permission to register in school zone B for the complete year.

*Resident
Becoming a
Nonresident*

A resident student who becomes a nonresident during the course of a grading period shall be permitted to continue in attendance for the remainder of the school-year

~~A senior student enrolled with enough credits to graduate by the end of the school year may remain at the high school for the rest of the academic year.~~

**Transfers for
Students Receiving
Special Education
Services**

A student receiving special education services, not subject to reassignment pursuant to a decision by an admission, review, and dismissal (ARD) committee, shall satisfy the conditions under which transfers may be allowed pursuant to this policy. The individualized education program (IEP) of a student receiving special education services who transfers under this policy shall indicate that a transfer was approved, resulting in the student receiving services in a location other than the home campus.

**Revocation of
Transfer**

Student transfers may be revoked under the following conditions:

1. The transfer student seeks to return to the campus that serves his or her attendance area.
2. The transfer student fails to maintain satisfactory attendance and satisfactory passing standards and/or fails to abide by all laws, rules, and policies contained in the Student Code of Conduct and the student handbook. If the student exhibits behavior that causes the principal or the principal's designee to take action, as specified in the Student Code of Conduct or the student handbook, the principal may request that the Superintendent or designee revoke the transfer.
3. The student ceases to be enrolled in a special course that has been cited as the reason for the application to transfer.

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4. The student is on an employee transfer and the employee does not maintain employment in the District.

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.
