Administrative Procedures
For
Student Transfers
March 14, 2005

Criteria for Considering Transfers
1. Transfers are allowed on a space available basis only.
2. General transfer requests are accepted only during the specified time period of March 1 – May 1.
3. Transfers remain in effect for the span of grades at the campus with an application required each year.
4. Parents must provide their own transportation.
5. Parents must be willing, in some situations, to forfeit as much as one year of UIL eligibility for their child.
6. Parents must prove residency within the District each year.
7. A campus may send a transfer student back to the home campus if the campus reaches capacity or if there is failure to maintain the qualifying criteria.

Qualifying Requirements
(1) Attendance of 94 percent for the previous semester and the most recent nine-week grading period.
(2) A grade of 70 or better in all classes.
(3) A passing score on each segment of State Assessment.
Must maintain acceptable discipline.
Students may be returned to their home campus if they fail to maintain the qualifying criteria.

Exclusions
Kindergarten applicants are excluded from items 1-3 above, except that attendance must be maintained at 94% or better.

Administrative Transfers
Administrative transfers may occur at any time based on a documented need (medical, psychological, etc.) with approval by the Superintendent or designee.

High School Transfers
Students who complete their Junior year in a Keller ISD school and then move out of the District may remain for their Senior year with Principal approval. (Exception to interdistrict transfer rule) Also, see Extracurricular/Athletic Eligibility.

Terms of Transfer
1. Students who receive a transfer are expected to remain in the transfer school for the span of grades offered. (applications must still be submitted annually) If a request is received to return to the home campus it will be honored during the school year only if space is available. A student may return to their home campus at the beginning of the next school year if requested. Such a request to return to the home campus disqualifies a student from future consideration for a transfer.
2. Transfer requests for siblings of transfer students will be approved on a space available basis.
3. An approved transfer into a campus does not guarantee continuation throughout the feeder pattern.

Children of Employees Transfers

Full time employees living outside of the KISD boundary will be allowed to request a student transfer into KISD to a campus where space is available. Full time employees living inside the KISD boundary will be allowed to request a student transfer to a campus where space is available. Full time employee requests for a student transfer to his/her campus of employment will be honored unless the transfer creates the need for a class size waiver, a portable building or an additional teacher. Qualifying criteria will be considered.

Transfers Due to Boundary Changes

Grades K-8

When an attendance zone is affected by a new boundary change, a student may be granted a "grandfather" transfer for the last year of attendance at that campus. However, a parent must still apply for this transfer. Transfers for younger siblings of "grandfathered" students will be approved only on a space available basis.

Grades 9-12

When an attendance zone is affected by a new boundary change and a student desires to remain at the current campus, the student may be granted a "grandfather" transfer for the remaining years of attendance at that campus. However, a parent must still apply for this transfer annually. Transfers for younger siblings of "grandfathered" students will be approved only on a space available basis.

Co and Extracurricular/Athletic Transfer Eligibility

University Interscholastic League guidelines on eligibility as it relates to transfer students shall be followed for all extracurricular activities.

Students transferring into a secondary campus may not participate or try out for cheerleader or drill team during the first year of their transfer.