

Assignment	A student shall be assigned to a school in the attendance area in which he or she resides on the first day of each school year, or if entering the District from another district during the school year, on the date of enrollment. The District may use University Interscholastic League (UIL) guidelines to determine residency.
Minor Living Apart	If a minor living separate and apart from a parent, guardian, or other person having lawful control under a court order and the parent, guardian, or other person having lawful control under a court order resides within the boundaries of the District, the student shall be assigned to the attendance zone in which the parent, guardian, or other person having lawful control resides and such shall be deemed the student's lawful residence.
Class Changes	The campus principal shall be authorized to investigate and approve the transfer 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 in accordance with administrative regulations posted on the District's website.
Boundary Change Transfers	If a student is displaced by a change of boundaries effective pursuant to the resolutions passed by the Board, the student may remain in the school he or she was enrolled in prior to the change, and a sibling may transfer to that same school provided the sibling is enrolled concurrently. These students shall be subject to the same conditions and duration of transfers as other students.
Change of Residence	If the legal residence of a family changes from one attendance area to another within the District, the student may either remain at the school he or she was attending before the residence change or attend the new attendance zone school. If the student and parent, guardian, or person having legal control over the student prefer that the student remain at the school he or she is attending, a request to remain form shall be submitted. A student who petitions for the request to remain shall be under the same conditions of transfer as a regular transfer student and UIL regulations shall apply. If the student violates the transfer policy, the campus principal or designee shall inform the parent that the transfer shall be revoked at the end of the semester or year. When the student is promoted to middle or high school, the student shall attend the secondary school in the attendance zone in which he or she resides.
Recruiting	A District employee who has been judged by the Superintendent or designee to have participated in the recruiting of a student to attend a school outside his or her attendance zone in order to participate in extracurricular activities shall be subject to disciplinary action.

The following criteria shall govern the approval of an intradistrict transfer for an elementary school student:

1. A student who has been granted a regular transfer shall be allowed to enroll on a temporary basis each school year thereafter.
2. If enrollment exceeds the legal limits, a transfer student may be required to return to the home campus or seek a transfer to another campus. This could occur at any time during the school year.
3. When a student's lawful residence changes during the school year but remains within the boundaries of the District, the student may request a transfer to remain at the campus for the remainder of the school year.

Children of District Employees

A full-time, campus-level employee shall be granted the opportunity of enrolling his or her children, prekindergarten–grade 12, at the campus to which the employee is assigned. After a student has completed the last grade at that campus, he or she shall be assigned to the attendance zone of the parent's residence and shall be eligible to apply for a transfer in the same manner as any other student. A full-time employee of the District may petition for a transfer to any campus and shall be subject to the transfer-between-schools provision of this policy.

In accordance with this provision, all UIL regulations regarding the transfer of high school students as found in the UIL guidelines and referenced in this policy shall be observed.

Transportation

Transportation for an intradistrict transfer student shall be the responsibility of the parent or guardian.

Criteria

An application for transfer within the District shall be given careful consideration for approval using the following criteria:

1. Concurrently enrolled siblings where space is available. Program and prekindergarten placements are not considered transfers under this policy.
2. Capacity of building requested. An elementary building shall be closed to transfers when campus enrollment reaches 85 percent of the calculated maximum capacity and secondary campuses shall be closed at 90 percent of the calculated maximum capacity.
3. The number of spaces available in each grade for elementary campuses only. Seats shall be held at each grade level to accommodate students who move into the attendance zone.

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

4. Ethnic balance among schools.
5. The availability of the student's courses.
6. Court orders with the Department of Education Office for Civil Rights.
7. The impact on the academic program of both schools.
8. The student's academic and social standing. To be eligible, a student shall:
 - a. Not have been suspended, placed in the disciplinary alternative education program (DAEP), or expelled during the semester in which the transfer is requested;
 - b. Not have failed any courses during the school year; and
 - c. Have met the 90 percent compulsory attendance rate requirement.

A student new to the District shall attend the school serving the attendance zone in which the student's parent, guardian, or person having legal control over the student resides. A student may apply for a regular transfer only during the transfer period.

Conditions of
Transfer

The principal shall establish standards for behavior, academic achievement, parental support, and the frequency of tardies and absences in accordance with District guidelines. Should the transfer student violate the standards, the District shall have the authority to revoke the transfer to the school of residence at the end of the semester or school year.

A student shall be permitted a transfer no more than once per school year.

A student who attends another campus other than his or her home attendance zone campus for program placements, academies, or course selections shall be required to return to the school serving his or her home attendance zone at the end of the school year if the student voluntarily withdraws or is removed from the program, academy, or course. A student may petition for a regular transfer during the transfer period.

**Closing Grade
Levels**

Occasionally, it may become necessary to close a grade level temporarily if enrollment exceeds state limits or current District enrollment guidelines. The District shall provide transportation for a new student who may be assigned to a campus other than the home campus. The student may return to the home campus when space becomes available.

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.
