

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

TRANSFER REQUESTS	Nonresident students shall not be permitted to attend District schools except as provided below.
EXCEPTIONS	Resident students who become nonresidents during the course of a semester shall be permitted to continue in attendance for the remainder of the year, with the following exceptions.
RESIDENTS WHO BECOME NONRESIDENTS	
SPECIAL ENROLLMENT STUDENTS	<p>A "special enrollment student" shall be defined as a student living with a legal guardian other than a natural or adoptive parent, or a student living with a family, including one or both natural or adoptive parents, who is living in a temporary location within District boundaries, such as but not limited to a hotel or the home of a relative, or is defined as a student enrolled through the open enrollment process.</p> <p>A special enrollment student living in the District who has completed a special enrollment application and has been granted admittance to the District through the special enrollment process, but no longer lives within the District's boundaries, shall be withdrawn at the end of the current six- or nine-week grading period, as applicable.</p> <p>An open enrollment student living within the boundaries of the City of Coppell, but outside the boundaries of the District who has completed an open enrollment application and has been granted admittance to the District through the open enrollment process, but no longer lives within either the District or City of Coppell boundaries, shall be withdrawn at the end of the current six- or nine-week grading period, as applicable.</p>
CHILDREN OF EMPLOYEES	A nonresident District employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis, provided the student is not serving a suspension or expulsion from the sending district.
OPEN ENROLLMENT	<p>A nonresident student living within the boundaries of the City of Coppell, but outside the boundaries of the Coppell Independent School District shall be permitted to apply to attend designated District elementary schools.</p> <p>An open enrollment transfer shall be approved or not approved by the Superintendent or designee.</p>

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All students must reapply annually unless they move into the school district.

Transfers shall be granted for one regular school year at a time, on a tuition-free basis; however, the Board reserves the right to review annually whether or not to charge tuition, or whether or not to continue the open enrollment policy [see FDA(LEGAL)].

FACTORS

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff, the student's disciplinary history, most recent state-mandated assessments, prior grades, and attendance records.

PRIORITY

The consideration for admittance of the children of District employees shall take precedence over the open enrollment process.

FUTURE
DISTRICT
RESIDENTS

Students who will be moving into the District and who have entered into an agreement with the Superintendent and/or designee shall be allowed to transfer under the following circumstances:

1. The administration has received an affidavit as to residency intent signed by the parent, guardian, or other person having lawful control of the student. [See FDA(EXHIBIT)]
2. The administration has received a contract of sale fully executed by all parties on a home and lot wherein the transaction will be closed and the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.
3. The administration has received any other fully executed form of contract, including builder's contracts, signed by all parties, for a home and lot wherein the transaction will be closed and the proposed resident will occupy the home in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.
4. The administration has received a lease agreement fully executed by all parties for a home or apartment wherein the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.

If the documents are acceptable to the District and a transfer agreement is entered into, the student shall be allowed to enroll and attend as a tuition-paying student until the actual date of residency in the District. If the affidavit or contract of

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sale or lease agreement is not fulfilled within the said eight weeks, the student shall be withdrawn from the school within five school days after demand by the District. However, the Superintendent and/or designee may consider extenuating circumstances and may modify the eight-week requirement in a situation deemed appropriate for modification.

Transportation shall not be provided for transfer students.

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement.

Written notification of any transfer revocation shall be sent to the school district of residence.

TUITION

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

Tuition shall be paid 30 days in advance. Any overpayment for a month due to residency in the District shall be reimbursed by the District based upon a daily rate. Tuition shall not be reduced for absences of the student from school.

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.