



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC** First Reading of Policy FDB (LOCAL) – Admissions: Intra-District Transfers and Classroom Assignments

**SUBMITTED BY:** Gloria S. Rendon **OF:** Asst. Superintendent for Administration

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** February 15, 2012

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve First Reading of Policy FDB (LOCAL) – Admissions: Intra-District Transfers and Classroom Assignments

**RATIONALE:**

**BUDGETARY INFORMATION:**

**BOARD POLICY REFERENCE AND COMPLIANCE:**

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INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

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Students shall be assigned to schools in the attendance areas in which they reside.

CLASS CHANGES

The campus principal shall be authorized to investigate and approve transfers of students from one classroom to another on that campus.

CAMPUS  
ASSIGNMENTS

A parent of a student who wishes to attend a school other than as assigned shall obtain prior approval from the Superintendent or designee. Exceptions shall be considered as follows:

1. A curriculum transfer may be allowed if a course or courses are not offered in the school in the student's attendance zone. Upon completion of the course or courses, the student shall return to his or her home campus. Assignment shall be made on the basis of space available in a particular course and with consideration of all issues involved.
2. Transfers may be designed to balance student loads by relieving overcrowding in a particular school. The Superintendent may assign any student from one school facility or classroom within the District to another facility or classroom within the District.
3. An administratively initiated transfer may be used to address special situations involving students. Sufficient documentation to substantiate the severity of the situation is required.
4. Current full-time employees may request that their children be transferred to the school where the parent works or to the campus in closest proximity to his or her employment site. Such requests shall be approved provided that space is available. If space is not available, then the next nearest campus shall be considered.

A transfer is granted through the highest grade at a school as long as space remains available or until a transfer is revoked. **Students who remain in good academic, attendance and disciplinary standing will have the benefit to transfer to the middle school and/or high school feeder that pertains to their currently enrolled school.** ~~This~~ **The transfer** benefit shall become void upon termination of employment, and the student shall be returned to his or her designated home campus-

5. A student may be assigned by the Superintendent to a school outside the student's attendance zone if it is in the best interest of the student and/or school.

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INTRADISTRICT  
TRANSFER  
REQUESTS

Parents wishing their children to attend schools outside their attendance areas may apply for intradistrict student transfers in accordance with the following guidelines:

1. Hardship transfers shall be considered under the following circumstances:
  - a. Severe medical need must be certified by a physician, psychologist, psychiatrist, licensed professional counselor, or licensed master social worker who has been providing professional services to the student for a minimum of 30 days.
  - b. A written recommendation from the principal of the sending school must indicate that denial of the transfer would adversely affect the student's physical safety.
2. Students in their attendance zones shall always have first priority in assignments.
3. Parents shall be notified in writing of their children's acceptance or denial no later than the first instructional day of each school year.
4. Requests for transfers of siblings of identified GT students or magnet students attending a designated site shall not be approved.
5. Parents who have a child in a special education self-contained classroom may request a transfer for siblings to attend a school within the same attendance zone of the child in a special education unit.
6. There shall be no guarantee that students approved for intradistrict transfers shall be permitted to attend the schools outside their attendance areas in future years, although they shall be given first priority if space is available.
7. The District shall not provide transportation for intradistrict transfer students.
8. A student shall have no more than one intradistrict transfer approved at the elementary level, one at the middle school level, and one at the high school level.

APPLICATION  
PROCEDURES

Intradistrict transfer applications become available on the first business day of the third week of April of each year at the student's designated home campus. Transfer requests shall not be accepted or granted after the end of the third week of June of each year for

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currently enrolled students for the next school year. Extenuating circumstances, however, may be considered in emergency situations.

The procedure for applying shall be as follows:

1. The parent shall initiate a transfer request at the student's requested campus. A conference shall be held with the requested campus principal to review the request. The principal shall then make a recommendation to accept or deny the request.
2. After obtaining the requested campus principal's signature, the parent shall schedule a conference with the sending campus principal to discuss the request. The parent may be requested to provide documentation to support the request. The sending principal shall make a recommendation to accept or deny the request.
3. The sending campus principal may delay a recommendation for a student who owes any campus books, fees, or dues at the time when a parent is making a transfer request.
4. The receiving principal may confer with the sending principal and/or the Superintendent's designee.
5. The parents must then submit the transfer request to the Superintendent's designee's office.
6. The Superintendent's designee shall review requested transfers and render a decision. Parents shall be notified in writing of the decision.
7. Level One Appeal: For transfer requests submitted by end of the third week of June of each year, a parent may appeal the decision of the Superintendent's designee to the associate superintendent for student support services. The associate superintendent will review requested transfers and render a decision. Parents shall be notified in writing of the decision.
8. Level Two Appeal: For transfer requests submitted by the end of the third week of June of each year, a parent may appeal the decision of the associate superintendent for student support services. The written appeal shall be filed with the associate superintendent's office within five school/business days of the issuance of the decision by the associate superintendent for student support services.
9. The Board President shall appoint a student transfer committee to review the Superintendent's designee's decision and

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report its recommendation at the next available regular Board meeting.

10. Pending a decision by the Board, the student shall attend the school in his or her attendance area.
11. A student under the age of 18 who has established a residence in the District pursuant to FD(LEGAL) and (LOCAL) but desires to establish a new residence in another attendance zone separate and apart from the student's parent, guardian, or other person having lawful control under a court order must present a valid court order giving guardianship of the student to an adult residing in the desired attendance zone.

Transfer requests shall be approved or denied based on the availability of space at the requested campus and grade level. An approved intradistrict transfer is honored up to the highest grade level at that campus provided that space is available. An approved transfer may be revoked at any time if:

1. The campus and respective grade level become overcrowded.
2. The student:
  - a. Does not pass all classes.
  - b. Does not meet the District attendance goal for that grade level.
  - c. Commits a violation of the Student Code of Conduct that is Level II or higher.
  - d. Is not punctual.
  - e. Is not picked up daily as per campus regulations.

Students whose approved transfers are revoked shall attend school in their attendance areas beginning the following week. Students whose transfers have been revoked do not qualify to apply for new transfer requests to any other school.

MAGNET / SPECIAL  
PROGRAMS

Students who qualify for admission to magnet or special programs that are offered on a campus other than the one in their attendance areas shall be admitted to the campus with the program. Students who start a magnet or special program on a campus other than their home campus, but fail to continue to meet the criteria for the program, shall be disenrolled, and returned to the home campus. Students who voluntarily withdraw from the program shall also be returned to the home campus the following week.

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EXCEPTION

If a student is a graduating senior or graduating junior and fails to meet criteria for the magnet program or chooses to withdraw from the program, he or she may remain at the campus of the magnet program for the senior year. Transportation shall not be provided.

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**Note:** For transfers of students who are victims of bullying, see FDB(LEGAL). For transfers of students who attend a persistently dangerous school, become victims of a violent criminal offense, or become victims of sexual assault, see FDE.

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