



## OFFICE OF THE ASSOCIATE SUPERINTENDENT

### #BestSmallDistrictinTexas

**To:** Board of Trustees and Superintendent Galaviz  
**From:** Dr. Debra Kerney, Associate Superintendent  
**Date:** January 14, 2025  
**Re:** Transfer Update

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Canutillo ISD has monitored the in-state inter-District transfers for the 2024-2025 school year. Students of these families reside in El Paso County, Texas; therefore, we will receive state funding for their attendance in Canutillo ISD.

Please see the attached table for the total number of **intra** (within the district) and **inter** (outside the district) transfers that were approved. Also, note that the number of New Mexico “grandfathered” students remains at 4 FDA (REGULATION) attached.

The Associate Superintendent’s Office continues to monitor district transfers during the 2024-2025 school year. In summary a total of 578 attend elementary campuses and 344 attend secondary campuses for a total of **922 Intra/Inter District transfers**.

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**Texas Education Agency A-Rated Three Years in a Row.**

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Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District’s policy of nondiscrimination contact the Human Resources Division:  
(915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.

**TRANSFERS FOR ELEMENTARY SCHOOLS**

Campus	CES	DDE	JDE	BCE	GES	RES	TOTAL
Out of district (Inter)	36	11	30	39	17	49	182
Within district (Intra)	46	20	101	65	64	100	396
Out of state (New Mexico)	0	0	0	0	0	0	0
<b>Total</b>	<b>82</b>	<b>31</b>	<b>131</b>	<b>104</b>	<b>81</b>	<b>149</b>	<b>578</b>

**TRANSFERS FOR MIDDLE SCHOOLS**

Campus	AMS	CMS	TOTAL
Out of district (Inter)	31	34	65
Within district (Intra)	65	52	117
Out of state (New Mexico)	0	0	0
<b>Total</b>	<b>96</b>	<b>86</b>	<b>182</b>

**TRANSFERS FOR HIGH SCHOOL**

Campus	CHS	NWECHS	TOTAL
Out of district (Inter)	101	57	158
Within district (Intra)			
Out of state (New Mexico)	3	1	4
<b>Total</b>	<b>104</b>	<b>58</b>	<b>162</b>

**CUMULATIVE INTER/INTRA DISTRICT TRANSFERS**

Out of district (Inter)	405
Within district (Intra)	513
Out of state (New Mexico)	4
<b>Total</b>	<b>922</b>

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

BASIS FOR  
TRANSFER

The associate superintendent shall serve as the superintendent's designee and shall consider all transfer requests on an individual basis.

A nonresident student wishing to transfer into the District shall apply for admission annually by May 1 of the current school year. This shall apply to all new and renewing transfer requests.

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

TUITION  
PAYMENT  
IN-STATE

In-State tuition is charged by the District based on an administrative formula. Tuition is paid on the basis of nine equal payments. Tuition payment is due at the beginning of each monthly period (September through May) and becomes delinquent if not paid by the 5<sup>th</sup> day of that period. Monthly tuition payments shall be made to the Division of Financial Services. Unless tuition is paid by the 5<sup>th</sup> day of the month, or satisfactory arrangements are made with the Superintendent, the student shall be dropped.

OUT-OF-STATE

If the student is an out-of-state transfer, the tuition rate shall be fixed at a sum that is approximately equal to the sum that was spent by the District on each student in average daily attendance the preceding school year less the amount received by the District under the Foundation School Program.

Out-of-State transfers enrolled on or before the 2016-2017 school year may continue to attend district schools on a tuition-free basis provided that:

A) The student has no record within the preceding two school years of any disciplinary offenses punishable by out-of-school suspension, disciplinary alternative education program, expulsion, or placement in the Juvenile Justice Alternative Education Program and has not engaged in conduct punishable as a felony.

B) The responsible parent or guardian commit to providing transportation for the student to and from school.

TUITION  
PAYMENT  
AGREEMENT

Tuition payments for educational services rendered to students shall be recorded and submitted to the Financial Services Division. (see Exhibit A)

ADMISSIONS:  
INTERDISTRICT TRANSFERS  
TUITION EXEMPTION  
DISTRICT

FDA  
(REGULATION)

EMPLOYEES

Children of District employees, meaning employees on whose behalf Teacher Retirement System (TRS) contributions are made, may continue to attend district schools on a tuition-free basis provided that:

- A. They were enrolled as a transfer student in the District on or before the 2016-17 school year **and**
- B. They meet the conditions outlined in items Nos.3 and 5 below:
  1. The student is eligible for a free public education in the District, with the exception of residency[see FD (LEGAL)];
  2. The student resides within the State of Texas;
  3. The student has no record within the preceding two school years of any disciplinary offenses punishable by out-of-school suspension, disciplinary alternative education program, expulsion, or placement in the Juvenile Justice Alternative Education Program and has not engaged in conduct punishable as a felony;
  4. Adequate arrangements have been made so that the District shall receive the available state funding attributable to the attendance of the student;
  5. The responsible parent or guardian commit to providing transportation for the student to and from school.

FACTORS

The administration reserves the right to assign and/or reassign a nonresident transfer student to any appropriate District school. A student shall be assigned to a campus upon entry into the District. Transfers are approved to a school where space is available based on campus and program capacity. Inter-district transfer students may be reassigned to a different campus in order to reestablish enrollment balance if an unexpected increase in enrollment on the campus occurs.

TRANSPORTATION

Transportation for the transferring student shall be the responsibility of the parent or guardian.

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

AFTER SCHOOL  
CARE

District employees shall make arrangements for after school care of his/her child while the employee is still engaged in performance of job-related duties. In addition, a district employee shall not bring his/her child to any type of staff development that is provided through employment. Exceptions can be made by principal approval on an occasional not regular basis.

OUT-OF-COUNTRY

The District will use the following methods to verify the content of courses for which a transfer student has earned credit. 19 TAC 74.26(a)(2).

EVALUATING  
STUDENT  
TRANSCRIPTS

Upon admission to a Canutillo ISD high school, a student may be assigned a temporary grade placement of 9<sup>th</sup> grade pending receipt and review of appropriate documents as stated in FD (LEGAL). The student will be placed in appropriate courses based on the preliminary language assessment given by the English Language Facilitator, and counselor evaluation utilizing student interview and review of documentation to grant credits based on CISD credit matrix.

1. Transcripts will be provided upon student enrollment. If transcripts are not official, credits will not be granted until official transcripts are received.
2. Once official transcripts are received, CISD will act within 20 regular instructional days to grant all approved credits as determined on CISD matrix and make an appropriate class placement. If transcripts are not received within the 30th day after the date a child is enrolled, the counselor will contact the parents/legal guardian and document the request for official transcripts.
3. Student must follow CISD requirements for enrollment as stated in FD (LEGAL) for example:
  - a. Residency
  - b. Immunizations
  - c. Identification

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

The transcript is evaluated and final credits are assigned by the counselor as approved by the campus administrator. The transcript will be evaluated and documented on the Foreign Transcript Audit Form (Exhibit B). Credits are awarded according to the CISD Matrix (Exhibit C) and if needed, a third party assessment agency will evaluate classes not listed on the CISD Matrix. If a third party evaluation agency grants credit for such course(s), the task force committee will meet to make a final decision to grant such credit.

Credits will be awarded in a consistent, standardized manner utilizing the contents of this official Procedure. All students will be treated in a similar manner regarding the award of credits.

STUDENT  
SCHEDULE

After final official transcript evaluation and grade placement, assigned classes will be adjusted by the counselor based on credits earned. CISD staff charged with the evaluation and necessary adjustments are the counselor and a campus administrator. The designated campus administrator must sign for final approval.

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

GRADE  
CONVERSION

Grades from a foreign transcript will be evaluated individually and in accordance with the foreign country's passing scale.

Grades from Mexico transcripts will be converted to U. S. grades by using the Grade Conversion Chart for Mexican to U. S. Grades. (See Exhibit A)

All transcript evaluations from foreign countries will require the approval signature from the campus Registrar, EL Facilitator, Parent/Guardian/Student, Counselor, Campus Administrator, Data Entry Clerk and the district's Second Language Services Director.

AWARDING CREDIT

Credits are awarded on successful completion of an academic year and are to be reduced accordingly for partial year enrollment. Credit shall be based on documentation provided (transcripts/ report cards).

- a. 0.5 credit may be awarded for single semester attendance
- b. Award one Foreign Language level credit in the student's language of instruction for each year completed in secondary grades 7-9 (as reflected on the student's transcript). Example: Mexico/ Secundaria first year - award Spanish I; Secundaria second year – award Spanish II; Secundaria third year – award Spanish III. If report card(s) from Mexico only reflect: Secundaria second year, credit for Spanish I may be granted with a "P" (Pass), if Spanish from the second year was successfully completed. For Preparatoria first and subsequent years, credit for appropriate Spanish courses may be granted with a "P", (Pass).
- c. Award credit for those failed courses for which a student successfully completed a credit recovery course in his/her home country. Award the grade earned on the credit recovery course. Example: If a student failed a course in Mexico, they take "exámenes extraordinarios". Credit is awarded based on the grade earned on the "examen extraordinario".
- d. Students may be awarded credit for grades 7-9 by obtaining a certificate of completion from their home country's alternative education completion system or credit by exam. Credit is awarded based on the grade earned by exam. Example: A student coming in from Mexico may be awarded credit for Secundaria by obtaining a certificate of completion from "Secundaria en el sistema abierto para adultos de INEA". The exams taken for credit are referred to as "Diversificado para diagnostico". Credit is awarded based on the grade earned on the exams.

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(REGULATION)

LPAC	The 20 day timeframe to complete Language Proficiency Assessment Committee (LPAC) decision-making procedures for students whose Home Language Survey (HLS) indicates language other than English will begin immediately upon registration. LPAC will review placement and coursework, and will recommend specific academic interventions and linguistic accommodations for the student as appropriate. Committee members follow LPAC procedures as stated in EHBE Legal Special Programs Bilingual Education/ESL or TAC 89.
PARENT NOTIFICATION AND AGREEMENT	Upon completion of LPAC decision-making, the LPAC Chair will notify the parents/legal guardian regarding outcomes of the process. LPAC Chair must be prepared to provide copy of TEAMS CISD Transcript to parents/legal guardian when given such notification. Parents/legal guardian will receive the student's schedule. Parent signature indicates agreement or disagreement with the LPAC decision. Refer to the Out of Country Student Flowchart for further procedures (Exhibit D and E) and Parent Notification Letter (Exhibit F and G).
PARENTS RIGHTS	Parents are encouraged to be part of the enrollment process. Parents have rights designated to them in FNG (LEGAL).
MONITORING	The Principal will monitor and report to the Academic Language Services (ALS) Director when foreign transfer credits are not awarded, and/or appropriate grade reclassifications do not occur within 20 days of the receipt of official foreign transcripts.
REVIEW	Annual review of the regulation and exhibits will be conducted at the end of the school year. Such review will be initiated by CISD Associate Superintendent who is also Chair of the TASK-FORCE committee consisting of High School Principal, Assistant Principal, All Counselors, ALS Director, Internal Auditor, and Executive Director of Curriculum and Instruction.