

“In-House” Registration/Enrollment Procedures

General Information—Grades 1 to 4

Students wishing to transfer from one elementary campus to another elementary must make the request in the spring. Requests will be honored until capacity is reached at the requested campus. A transfer from one campus to another must be made on the first or second day of school. After the second day of school, no requests for transfer to another campus will be considered unless there are extreme circumstances. The Superintendent will make decisions regarding extreme circumstances.

Students Enrolling in Grades 2-4

Students currently enrolled in BISD grades 1-3 will be sent enrollment cards with the fifth six-weeks report cards. Students will return the enrollment cards to their home campuses within one school week. If a student is wishing to transfer, a transfer card must be picked up from the home principal's office and returned to the home principal's office. The office personnel will record the date and time the request is submitted.

On the first Monday, after the date for returning enrollment cards, the elementary principals will meet and review transfer requests. Transfers will be made on a space available basis and prioritized by the date and time the request was submitted. Students who are not granted a transfer will be wait listed, by the date and time their request was submitted, and transfers will be granted as vacancies occur. Transfer requests that are made after the principals have met will be placed at the bottom of the wait list and granted as vacancies occur. Transfers from one campus to another must be made on the first or second day of school.

Students will be notified of the status of their request via a "Transfer Approval or Transfer Denial" form that will be placed in the student's final report card by the home campus.

If a transfer is requested after the second day of school, the principal must inform the parent that no transfers will be made. The principal must also inform the superintendent about the transfer request. The superintendent will make decisions regarding transfers after the second day of school.

Students Enrolling in Grade One

Students entering the first grade will be given enrollment cards with their Fifth Six Weeks report cards. They should return the cards in person during the following week to the desired campus. All students, whether enrolled at Tyler or another school in Beeville, who wish to enroll in first grade at a BISD campus, will enroll during this week. If a campus fills to capacity, students' names will be placed on a waiting list by first-come, first-serve. The 1-4 principals will forward a list of registered first grade students to Tyler. The Tyler principal will follow up on all non-registered students.

Students Not Currently Enrolled at Madderra-Flournoy, RA Hall, or FMC Who Wish to Enroll in One of Those Schools for Grades 2-4 (Private School Student, etc.)

Students who are not currently enrolled at Madderra-Flournoy, RA Hall or FMC and wish to register for grades 2-4 in one of those schools may do so during the last week of April.

Enrollment During the First Two Days of School for Grades 1-4

On the first and second days of school, students new to the district may enroll at any of the 1-4 campuses that has openings. After that, all 1-4 students will be enrolled at the Central Office.

Enrollment Exceeding Capacity

Should all sections of a grade level at all schools reach the maximum number of 22, the superintendent will call an immediate meeting of the principals to correct the problem by waiver or the addition of more classrooms for the grade level.

Tyler Enrollment

Pre-kindergarten registration will take place starting August 1. Kindergarten students will be enrolled the last week of April.

Enrollment for Grades 5 and 6

Students entering grades 5 and 6 will be given enrollment cards with their fifth six weeks report cards. Students are to return the enrollment cards within one school week (grade 4 for enrollment in grade 5 and grade 5 for enrollment in grade 6).

Enrollment for Grades 7 through 12

Students entering grades 7 through 12 will be given enrollment cards when they register (see below). Students are to return the enrollment cards by the first day of school.

Registration for Students in Grades PK to 6

On-campus registration for students in grades PK to 6 will begin on August 1.

Registration for Students in Grades 7 to 12

On-campus registration for students in grades 7 to 12 will begin after August 1, on a schedule set the following spring by the campuses.

Additional Information for Students New to the District

Upon enrollment, the district will ensure that the student is a resident of the district. The district will make a bona fide effort to secure all records and required documentation from the student's previous school. A student should only be enrolled in one district at a time; thus, eliminating duplicated PEIMS reporting for a student.

For additional information on requirements of admission and attendance see BISD Policy FD (Legal)—Admissions and Attendance.