

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LOCAL)

A student shall be assigned to a school in the attendance area in which he or she resides.

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 shall be authorized to investigate and approve transfers between schools.

HIGH SCHOOL

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

1. When a student has attended a high school in the District for one year, the student may continue attending that high school even though the student's legal residence changes to another high school attendance zone located within the District. A student under this provision shall be considered a transfer student and shall be subject to revocation reasons listed in this policy.
2. In cases of extreme hardship, when appropriate circumstances warrant, or a demonstrated need for academic programs exists, a student may be transferred from one high school to another. Consideration of transfer requests shall be made for non-extracurricular purposes only. Each request for transfer shall be considered on its own merits. Decisions shall be based upon a review by the transfer review committee, composed of each affected high school principal, each affected high school campus athletic director, and an appropriate central services administrator as designated by the Superintendent.
3. A request for a transfer from one high school to another high school within the District shall be accepted from January 1 through April 15 for the next school year. The transfer review committee shall approve or deny a transfer request between April 15 and May 1 each year. A transfer denial may be appealed to the Superintendent or designee between May 1 and May 31 each year. The Superintendent or designee may review and grant a transfer at other times only in the event of

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extreme hardship. Until an approved transfer has been received, a student shall pre-enroll in, enroll in, and attend his or her assigned high school based on the residence of his or her parent or guardian.

4. An approved transfer to another District high school shall be valid until the student completes the last grade offered at the campus, unless the transfer is revoked for reasons listed in this policy.

UNIVERSITY  
INTERSCHOLASTIC  
LEAGUE

Under rules set forth by the University Interscholastic League (UIL), a student shall not be eligible to participate in UIL activities in any high school other than the school serving the area in which the student lawfully resides. This prohibition shall be waived if a transfer is approved under provisions of this policy.

ELIGIBILITY

ATHLETICS

The first time a student new to the District participates in UIL high school athletic practice or begins classes, the student shall establish eligibility in that high school by the location of the student's bona fide residence.

The first time a current District student participates in a District-approved athletic activity in grade 8, the student shall have established his or her athletic eligibility in high school based on the attendance zone in which the student's residence, as defined by the UIL Constitution and Contest Rules, is located.

If a student's residence changes from one attendance zone to another, he or she shall be eligible at either high school and shall submit, in writing within 30 calendar days, his or her preference of eligibility to the principal of the school from which he or she has moved. Once a student has submitted his or her written preference of eligibility, the student has declared that campus as his or her campus of athletic eligibility. If the student later chooses to attend high school at his or her home attendance zone campus, he or she shall be ineligible for varsity competition at that campus for one calendar year from the date of enrollment.

If a student's residence changes from one attendance zone to another and he or she has represented another school (grade 8 or above) during the current or previous year in any UIL athletic activity, he or she shall be ineligible for varsity competition for one school year during the student's junior or senior year in all sports until:

1. The parent has a bona fide residence in the attendance zone;
2. The student's parent signs a statement (in the presence of school officials or a notary) that the parent resides in a bona

fide residence within the zone and that the change of schools was not made for athletic purposes; and

3. The student's change is approved by the UIL District executive committee before the student competes at the varsity level. [See the current edition of the UIL Constitution and Contest Rules]

APPEALS

[See UIL Constitution and Contest Rules]

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 may be subject to disciplinary action.

MIDDLE SCHOOL  
TRANSFERS

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

1. A request for a transfer from one middle school to another middle school within the District shall be accepted from January 1 through April 15 for the next school year. The Superintendent or designee and the principal at the requested campus shall approve or deny a transfer request between April 15 and May 1 each year. A transfer denial may be appealed to the Superintendent or designee between May 1 and May 31 each year. The Superintendent or designee may review and grant a transfer at other times only in the event of extreme hardship. Until an approved transfer has been received, a student shall pre-enroll in, enroll in, and attend his or her assigned middle school based on the residence of his or her parent or guardian
2. When a student has attended a middle school in the District for one year, the student may continue attending that middle school even though the student's legal residence changes to another middle school attendance zone located within the District. A student under this provision shall be considered a transfer student and shall be subject to revocation for reasons listed in this policy.
3. In cases of extreme hardship, when appropriate circumstances warrant, or a demonstrated need for academic programs exists, a student may be transferred from one middle school to another. Consideration of transfer requests shall be made for non-extracurricular purposes only. Each request for

transfer shall be considered on its own merits. Decisions shall be based upon a review by the Superintendent or designee and the campus principal at the requested school.

4. An approved transfer to another District middle school shall be valid until the student completes the last grade offered at the campus, unless the transfer is revoked for reasons listed in this policy. Middle school transfer students must attend the high school in the attendance zone based on the residence of his or her parent or guardian.

ELEMENTARY ~~AND~~  
~~MIDDLE SCHOOL~~

A parent wishing to transfer a student to another elementary ~~or middle~~ school shall complete a transfer request form at the school the student wishes to attend. The principal of the receiving school shall approve or disapprove the transfer request.

The following criteria shall govern the approval of an intradistrict transfer for an elementary ~~or middle~~ 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 campus-level employee shall be granted the opportunity of enrolling his or her child(ren), 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.

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 under HIGH SCHOOL UIL ELIGIBILITY shall be observed.

TRANSPORTATION

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

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DENYING REQUESTS	<p>The reasonable basis for denying an intradistrict transfer request shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"><li>1. Size/grade-level enrollment;</li><li>2. Room and instruction capacity in the school;</li><li>3. Established curricula;</li><li>4. A student's discipline history;</li><li>5. Ethnic balance among schools;</li><li>6. Court orders with the Department of Education Office of Civil Rights;</li><li>7. Program services; and</li><li>8. A student's attendance.</li></ol>
REVOCATION	<p>Reasons for revoking an intradistrict transfer shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"><li>1. Lack of parental support for campus guidelines;</li><li>2. Student misconduct;</li><li>3. Student tardiness;</li><li>4. Student attendance history;</li><li>5. Failure to pick up student at dismissal time; and</li><li>6. Supplying false information.</li></ol>
CLOSING GRADE LEVELS	<p>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.</p>

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**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.

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