



BOARD OF SCHOOL TRUSTEES
KELLER INDEPENDENT SCHOOL DISTRICT

2D. Action February 28, 2005

SUBJECT: APPROVAL OF ADMINISTRATIVE PROCEDURES FOR STUDENT TRANSFERS

**BOARD GOAL: Academic Excellence
Community Involvement
Personnel
Safe Schools
Budget and Finance**

FISCAL NOTES: None

Background Information:

- The KISD continues to experience very high growth rates. The district adds approximately 1600-2000 new students per year. This phenomenal growth will continue for several more years.
- This growth has contributed to overcrowding and capacity concerns at most KISD campuses.
- KISD transfer process for the 2005-2006 school year began March 1, 2005.

Administrative Considerations:

- Enrollment in KISD is growing at such a rapid pace; early determination of campuses that are or are expected to exceed capacity must be identified prior to the first day to apply for transfers. This would be the case for the 2005-06 and all school years to follow.
- KISD campuses that require portable buildings to accommodate student enrollment should be closed to all new transfer requests.
- For 2005-06 parents will be allowed to request a transfer only to an "open" non-home attendance campus. There is at least one "open" campus for each grade-level configuration in the district.
- Campuses will be "closed" as a whole campus as opposed to by grade-level or class count.
- The KISD Board Policy Committee has been reviewing our local transfer policy and Administrative Procedures for student transfers are attached.
- All students currently on a transfer to a non-home attendance area campus may remain at the transfer campus until they complete the highest grade at that campus provided they meet requirements set forth in the transfer process.

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The administration recommends that the Board of Trustees approve the administrative procedures for student transfers as presented.

Respectfully submitted,

Dr. James Veitenheimer
Superintendent