



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: March 24, 2021

Purpose: Presentation/Report Recognition Discussion/ Possible Action

 Closed/Executive Session Work Session Discussion Only Consent

From: Dolores Sendejo, Deputy Superintendent for Transformation and Innovation

Item Title: Interdistrict and Intradistrict Transfers

Description: We have both interdistrict (students who live outside of the SSAISD boundary lines who choose to enroll in one of our campuses) and intradistrict transfers (SSAISD students who choose to transfer from their attendance-zoned campuses).

Historical Data: This is the first report this academic year discussing the intradistrict and interdistrict discussing transfer numbers.

Recommendation: N/A

Funding Budget Code and Amount: N/A

APPROVED BY:	SIGNATURE	DATE
Chief Officer:	_____	_____
CFO Funding Approval:	_____	_____
Superintendent:	_____	_____

Authority	<p>The Superintendent is authorized to accept or reject any transfer requests by an otherwise eligible student, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.</p> <p>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 semester.</p>
Transfer Requests	<p>A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.</p>
<i>Factors</i>	<p>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.</p>
<i>Children of Nonresident Employees</i>	<p>Transfer requests for nonresident students whose parents or legal guardians are employed by the District, and who are otherwise eligible to transfer into District schools, shall be given first priority.</p> <p>Nonresident children of District employees must reapply each school year.</p>
Transfer Agreements	<p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.</p>
Tuition	<p>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</p>
Waivers	<p>The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]</p>
Nonpayment	<p>The District may initiate withdrawal of students whose tuition payments are delinquent.</p>
Appeals	<p>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</p>

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

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.

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.

South San Antonio ISD -- PEIMS Department
2020-2021
SSAISD Intradistrict Transfer Application Process

Parents/guardians may request their child be transferred to another school outside of their attendance zone by completing this form. (Your address determines your home campus.) **Please note your student is not guaranteed a transfer.**

You must first complete your registration on Skyward before you are able to submit an Intradistrict Transfer Form. **Forms turned in without a completed Skyward registration will not be processed.**

You must complete a separate application for each student. **This form is a yearly requirement--previous enrollment does not guarantee your transfer will be approved.**

Return your completed Intradistrict Transfer Form to the principal of your home campus.

If you have any questions regarding this information, contact Norma Moreno in the PEIMS Department at 210-977-7380.

South San Antonio ISD - Departamento de PEIMS
2020-2021

Proceso de Solicitud de Transferencia Intradistrito

Los padres / tutores pueden solicitar que su hijo/a sea transferido a otra escuela fuera de su zona de asistencia completando este formulario. (Su dirección determina su campus de origen). **Tenga en cuenta que su estudiante no tiene garantizada una transferencia.**

Primero debe completar su registro en Skyward antes de poder enviar un Formulario de transferencia intradistrito. **Los formularios entregados sin un registro completo de Skyward no se procesarán.**

Debe completar una solicitud por separado para cada estudiante. **Este formulario es un requisito anual; la inscripción previa no garantiza que su transferencia será aprobada.**

Devuelva su Formulario de transferencia intradistrito completo al director de su campus de origen.

Si tiene alguna pregunta con respecto a esta información, comuníquese con Norma Moreno en el Departamento de PEIMS al 210-977-7380.



**SOUTH ANTONIO INDEPENDENT SCHOOL DISTRICT
PEIMS DEPARTMENT
2020-2021 INTRADISTRICT CAMPUS TRANSFER REQUEST**

STUDENT NAME	DOB	GRADE
LAST SCHOOL ATTENDED	SCHOOL DISTRICT	SCHOOL YEAR
PARENT'S LEGAL NAME/GUARDIAN	PHYSICAL ADDRESS & ZIP CODE	
HOME PHONE	WORK PHONE	CELL PHONE

CAMPUS STUDENT IS ZONED TO ATTEND: _____

CAMPUS BEING REQUESTED: _____

REASON FOR REQUEST:

THIS REQUEST FOR AN INTRADISTRICT TRANSFER IS MADE WITH FULL UNDERSTANDING OF AND AGREEMENT TO THE FOLLOWING CONDITIONS:

1. Approval is at the discretion of the Superintendent as stated in Board Policy [FDB \(Local\)](#) and [FDB \(Legal\)](#).
2. Transfers will be made subject to having space available not only in the student's grade level, but in actual individual classes. If the student's reassigned classroom should become overcrowded, the transfer may be canceled. Keep in mind that students living in the attendance zone of the school are given first priority. Therefore, if classes fill up, particularly at the Pre-K level, the student can and/or will be required to return to the zoned home campus.
3. Transportation is the responsibility of the student's family. Attendance, including tardies, will be monitored. If a student's absences and/or tardies increase the transfer may be canceled and the student will be required to return to the home school.
4. Transfers may be revoked and/or denied due to his/her attendance record which includes tardies, discipline record, passing grades, appropriate classroom behavior, and violations of the Student Code of Conduct. If the transfer is canceled the student will be required to return to his/her zoned home campus.



**SOUTH ANTONIO INDEPENDENT SCHOOL DISTRICT
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5. Cooperation with the school's administrative and teaching staff is required on behalf of the parent, legal guardian, or custodian. Documentation of lack of cooperation with school personnel may result in the transfer being canceled and the student will be required to return to the zoned home campus.
6. Students seeking to transfer to South San High School or West Campus High School due to reasons pertaining to athletics or extra-curricular activities will not be eligible for a student transfer. Students attending West Campus are already eligible for freshmen athletics and extracurricular activities. All students must meet the UIL requirements regarding participation.
7. By his or her signature on this form, the parent and the principal involved provides written assurance that the transfer is not for the purpose of participating in any UIL activity, or any other activity governed by UIL rules and regulations, whether or not under UIL sanctions, and that no recruiting or tampering has occurred in violation of UIL rules and regulations.
8. This request for a transfer must be renewed each school year for the student to remain at the receiving school, including district employees.
9. Transfers are subject to the receiving school principal's recommendation. Final approval lies with the Superintendent.
10. The transfer process is NOT applicable to students PLACED on a particular campus to receive special education or other District educational programs or services.

I, the undersigned parent or guardian of _____, do hereby certify that the information given on this form is true and correct. I understand the conditions set forth by the school district and agree to abide by them. I also understand that the approval for the transfer may be revoked if the conditions are not met and that the term of the transfer **expires at the end of the current school year.**

PARENT/GUARDIAN'S SIGNATURE

DATE

*** FOR CAMPUS & DISTRICT USE ONLY: ***

_____ Approved _____ Denied for the _____ school year only.

THE UNDERSIGNED AGREE TO THE TRANSFER AND HEREBY CERTIFY COMPLIANCE WITH ITEM 6 OF THIS REQUEST.

(SENDING CAMPUS) PRINCIPAL'S SIGNATURE

DATE

(RECEIVING CAMPUS) PRINCIPAL'S SIGNATURE

DATE

SUPERINTENDENT/DESIGNEE SIGNATURE

DATE

THIS FORM MUST BE RESUBMITTED ANNUALLY
***CAMPUS PEIMS STAFF – COPIES TO PARENT & PEIMS DEPARTMENT, FILE ORIGINAL.**

[REDACTED]

Intradistrict and Interdistrict Transfers Report 2020-2021



Types of Transfers

Interdistrict

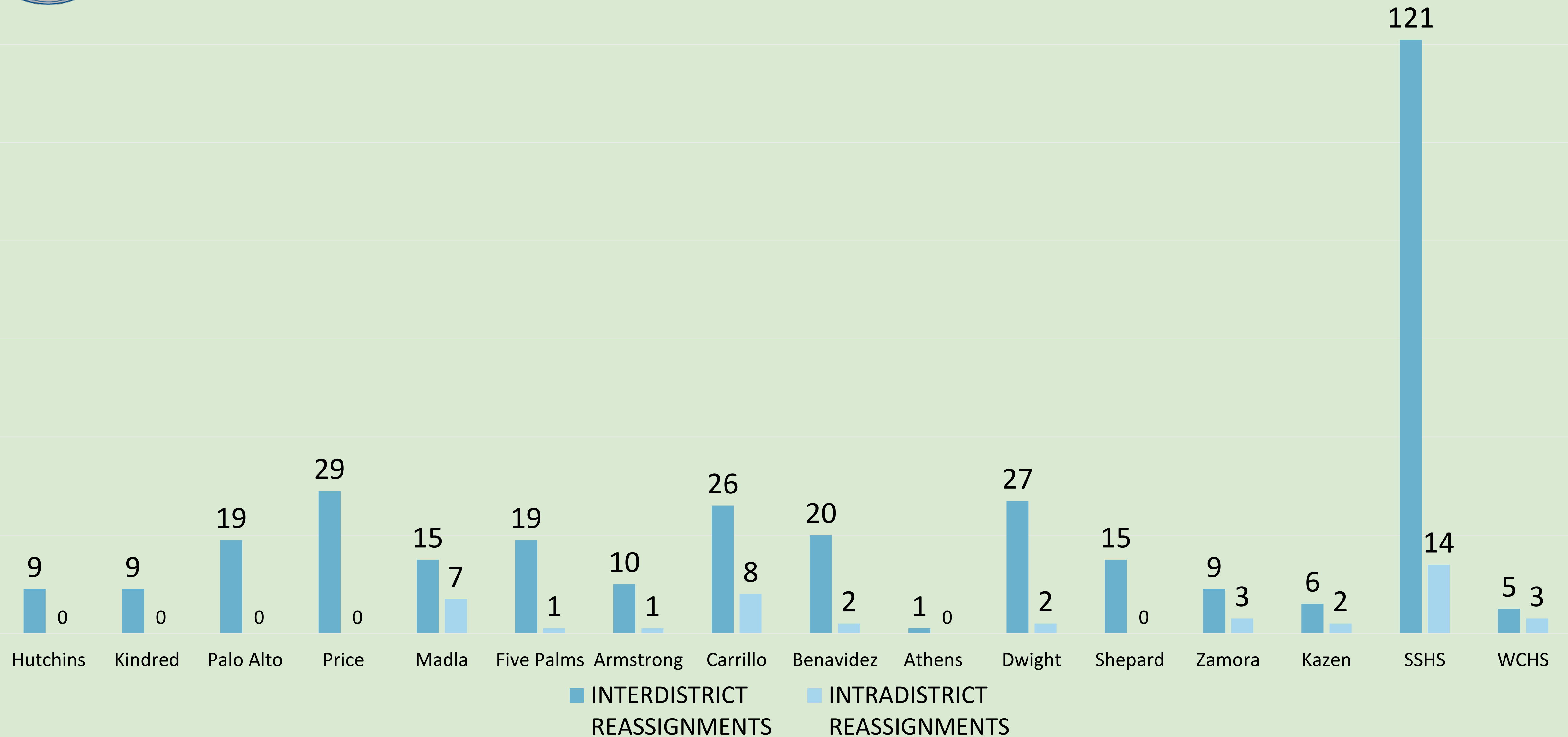
- Students reside in another school district and **transfer** into a SSAISD schools.

Intradistrict

- Students reside in SSAISD and **transfer** to another school outside of their attendance zone.



Interdistrict (340) and Intradistrict (43) Numbers 2020-2021



Interdistrict Transfer Breakdown

