

PROPOSED REVISIONS

Campus Assignment

Prekindergarten–
Grade 8

The District shall permit open enrollment for students in prekindergarten–grade 8. Once a student is enrolled at a campus, approval to change schools shall be in accordance with administrative regulations.

Grades 9–12

A student enrolled in grades 9–12 shall be assigned to attend the school that serves the student's attendance zone. A student who wishes to change schools shall submit a request for a transfer between schools ~~in accordance with the provisions below.~~

~~Transfers Between
Schools~~

~~Approval
Guidelines~~

~~For students in grades 9–12, the Superintendent shall be authorized to investigate and approve transfers between schools according to the following guidelines:~~

- ~~1. A curriculum transfer is allowed only if the school to which the student is assigned does not offer the student's desired program.~~
- ~~2. Transfers may be designed to balance student loads by relieving overcrowding in a particular school, as recommended by the Superintendent's designee.~~
- ~~3. A student may be assigned by the Superintendent or designee to a school outside the student's attendance zone if it is in the best interest of the student or school.~~
- ~~4. A District employee who lives within the District may request that his or her child be transferred to a cluster school where the parent is employed. A District employee not assigned to a campus may request a cluster campus that is closest to his or her place of work if space is available. If the employee leaves the District, the child may remain enrolled and retain UIL eligibility if he or she has been enrolled for a full calendar year.~~
- ~~5. A student whose family intends to move into an attendance area may request a transfer to the school that serves that attendance area. If the family does not show proof of residence in the attendance area for that school within 45 calendar days of the student's first attendance, the student shall be withdrawn at the end of the current grading period until proof of residence is provided.~~
- ~~6. A student who moves into another attendance zone within the District during the school year has the option to remain at the campus associated with his or her previous attendance zone until the end of the six-week grading period. The student's parent shall provide acceptable documentation to prove that the student started the school year while living in the previous~~

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	attendance zone. When extenuating circumstances occur, the principal may approve an extension until the end of the semester or year, provided space is available.
	7. A sibling of a student who is currently attending a school on an approved transfer shall be allowed to transfer to that same school if space is available.
Intradistrict Transfer Program Timeline	Students and their parents or legal guardians shall be notified on an annual basis of the timelines and guidelines for requesting an intradistrict transfer.
	Parents shall be notified of their child's acceptance or nonacceptance no later than the first instructional day of each school year.
Acceptance Criteria	When requesting an intradistrict transfer, a student shall:
	1. Have passed required sections of the state mandated assessment or an alternative test (special education exemptions may apply);
	2. Have met the attendance goal; and
	3. Not have been removed or expelled to out of school suspension, the Brownsville Alternative Center, or the Juvenile Justice Alternative Education Program (JJAEP).
	Approval of such requests shall be based on space availability and will follow departmental guidelines.
Application Procedures	First time and new intradistrict transfer applications shall be issued from May 15 until August 1 of each year at the pupil services department. Existing transfer requests shall be handled by campuses. A parent applying for a student transfer shall provide the following:
	1. Proof of residence;
	2. Photo identification card of each person submitting the application; and
	3. Student's school identification number or state I.D. number.
	Only one intradistrict transfer per student per school year shall be approved. A student already on an approved transfer shall not be eligible to apply for an additional transfer until the following school year.
Revocation	An approved transfer shall be revoked at the end of a semester for the following reasons:

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- ~~1. If the campus and respective grade level become overcrowded; or~~
- ~~2. If a student fails to abide by the school standards for academic progress, attendance, discipline, and cooperation with school staff.~~

Suspension of
Transfers

The Superintendent may suspend transfers to or from a particular school at any time he or she determines that transfers have a negative effect on the enrollment or programs of that school. The suspension of transfers for a particular school shall be announced at a Board meeting.

Transportation

Parents shall be responsible for the transportation of intradistrict transfer students.

UIL Eligibility

A student allowed to transfer shall be subject to UIL eligibility rules for participation in UIL activities. It shall be the responsibility of the student to determine the effect of his or her transfer on UIL eligibility status **and to submit any forms required by the District or UIL.**

Appeal

A student may appeal a transfer decision in accordance with FDB(LEGAL) or FNG(LOCAL), as appropriate. An appeal under FNG(LOCAL) shall begin at Level Two with the assistant superintendent for the requested school.

**Changes in District
Attendance Zones**

When changes in District attendance zones are approved by the Board, students shall attend the schools specified by the new boundaries. However, a student who is attending a high school at the time of a zone change may elect to continue enrollment in his or her current school provided that the student has completed one year of residency. An incoming grade 9 student shall attend the school in his or her new attendance zone.

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.

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student at any grade level from one classroom to another on that campus.