



Board Action Required ☒ X

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To: Coppell ISD Board of Trustees

From: Sid Grant

Date: January 17, 2011

cc: Dr. Jeff Turner, Melody Paschall, Brad Hunt, Tabitha Branum,

**Re: Policy Change – FDB (Local) Transfers between High Schools**

In order to clarify the transfer process between Coppell High School and New Tech High @ Coppell before and after the freshman year, the transfer commitment letters students and parents sign (please see two attached letters) have been modified to be more clear and specific as to the deadline for effectuating a change from one school to the other. The final deadline to request a transfer has been set at June 30<sup>th</sup> of each year. Prior letters and policy were not clear as to the deadline for requesting a change. A transfer deadline is necessary in order to more accurately predict enrollment for each high school campus. Knowing accurate anticipated enrollment numbers allows administrative staff to better plan for budget allocations, supply and equipment purchases, as well as, for staffing each campus.

In addition to the commitment letter modification, Board policy FDB (Local) needs to be modified to clarify the deadline, as well. Also, the recommendation is to remove the language from policy regarding requesting transfers for “extenuating circumstances” and/or for an “educational need”. The thought is that “extenuating circumstance” and “educational need” arguments can be, and have been, argued by parents utilizing a very broad spectrum of circumstances. That is, these two arguments are very subjective and are easily interpreted differently by each student and parent. Any requests for consideration of transfers after the commitment letter has been signed by the student and parent for incoming freshmen and sophomores will be considered through an administrative review process, but will not be strictly bound by policy. Beyond the June 30<sup>th</sup> deadline, requests for transfers will be denied except for the most extreme circumstances.

**Resolution: That the changes to Board policy FDB (Local) be adopted as recommended.**