

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

**No Interdistrict  
Transfers**

A nonresident student shall not be permitted to attend District schools except as provided below.

Exceptions

Upon providing advance notice to the District and receiving prior approval from the campus principal, 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. A resident student who becomes a nonresident and is classified as a senior may remain enrolled through graduation. In both situations, the student shall be required to follow the terms of the Transfer Agreement, as noted below.

*Residents Who  
Become  
Nonresidents*

*Children of  
Employees,  
Transportation  
Provider and  
Custodial  
Provider  
Employees*

A nonresident District employee, a transportation provider employee, or a custodial provider employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis, provided the student is not serving a suspension or expulsion from the sending district. In the event that the employee separates from employment serving the District, the transfer ends simultaneously.

*Open Enrollment  
Students*

A nonresident student living within the boundaries of the city of Coppell, but outside the boundaries of the District, shall be permitted to apply to attend designated District elementary schools and the District's New Tech High in accordance with administrative procedures.

The Superintendent or designee shall have the authority to approve or deny all open enrollment transfer requests. Transfers approved under this provision shall be granted for one regular school year at a time. Each student must reapply annually and receive approval to continue in attendance as an open enrollment transfer student.

An open enrollment transfer student no longer living within the boundaries of the city of Coppell shall be withdrawn at the end of the current grading period, as applicable.

Factors

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff, the student's disciplinary history, and attendance records.

Priority

The consideration for admittance of the children of nonresident District employees shall take precedence over the open enrollment process.

*Transfer  
Agreement*

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.

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**Future District  
Residents**

A student who will be moving into the District and who has entered into an agreement with the Superintendent and/or designee shall be allowed to transfer under the following circumstances:

1. The administration has received an affidavit as to residency intent signed by the parent, guardian, or other person having lawful control of the student. [See FDA(EXHIBIT)]
2. The administration has received a contract of sale fully executed by all parties on a home and lot wherein the transaction will be closed and the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.
3. The administration has received any other fully executed form of contract, including builder's contracts, signed by all parties, for a home and lot wherein the transaction will be closed and the proposed resident will occupy the home in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.
4. The administration has received a lease agreement fully executed by all parties for a home or apartment wherein the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.

If the documents are acceptable to the District and a transfer agreement is entered into, the student shall be allowed to enroll and attend until the actual date of residency in the District. If the affidavit or contract of sale or lease agreement is not fulfilled within the said eight weeks, the student shall be withdrawn from the school within five school days after demand by the District. However, the Superintendent and/or designee may consider extenuating circumstances and may modify the eight-week requirement in a situation deemed appropriate for modification.

**Transportation**

The District shall not provide transportation for transfer students, except as required by law.

**Appeals**

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.