

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

TRANSFER
REQUESTS

Nonresident students shall not be permitted to attend District schools except as provided below.

EXCEPTIONS

Resident students who become nonresidents during the course of a semester shall be permitted to continue in attendance for the remainder of the year, except as follows:

Students living in the district who have completed a special enrollment application and have been granted admittance to CISD through the special enrollment process, but no longer live within school district boundaries shall be un-enrolled at the end of the nearest CISD six week or nine week grading period.

A "special enrollment student" is defined by a student living with a legal guardian other than a natural or adoptive parent; or defined by a family, including one or both natural or adoptive parents, living in a temporary location, such as but not limited to, a home of a friend or relative, or living in a hotel.

A nonresident District 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.

Students who will be moving into the District and who have 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 this 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 this District within eight weeks from the date of the affidavit as to residency intent for admission to this District.
4. The administration has received a lease agreement fully executed by all parties for a home or apartment wherein the

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proposed resident will occupy the residence in this District within eight weeks from the date of the affidavit as to residency intent for admission to this 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 as a tuition-paying student 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 modify the eight week requirement in a situation deemed appropriate for modification.

FACTORS	In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff, the student's disciplinary history, and attendance records.
TRANSPORTATION	Transportation shall not be provided for transfer students.
STUDENT CONDUCT	The District shall consider the previous discipline record of a student applying for a transfer.
REVOCATION OF TRANSFER	<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, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement.</p> <p>Written notification of any transfer revocation shall be sent to the school district of residence.</p>
TUITION	<p>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</p> <p>Tuition shall be paid 30 days in advance. Any overpayment for a month due to residency in the District shall be reimbursed by the District based upon a daily rate. Tuition shall not be reduced for absences of the student from school.</p>
WAIVERS	The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]
NONPAYMENT	The District may initiate withdrawal of students whose tuition payments are delinquent.
APPEALS	Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.