

Plano ISD  
043910

ADMISSIONS:  
INTRADISTRICT TRANSFERS

FDB  
(LOCAL)

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STUDENT  
ASSIGNMENT

To the greatest extent possible, a student shall be educated in the regular classroom at the campus designated for the student's neighborhood of residence in accordance with Board-adopted attendance zones. A student who wishes to attend a school other than as assigned shall obtain prior approval from the Superintendent or designee in accordance with the policy outlined below.

TRANSFER  
REQUESTS

The student's parent must complete a student transfer request form. Transfers for currently enrolled students for the fall semester may be requested from January 1 to June 1. Transfer requests received from June 2 to August 1 will be held and considered only when staffing and actual enrollment indicate space and staff are available. Transfers for the spring semester may be requested in December. Other than administrative transfers, requests to transfer during a semester will not be considered. A nonrefundable transfer application fee of \$50 per student shall be collected at the time the application is filed. Fee waivers will be considered for children of District staff members, students who meet economic eligibility criteria, students who are victims of violent crimes committed on school property, students involved in sexual assault or documented bullying situations, students who reside in the same household with a student receiving special education services assigned to an alternate campus, or students attending a campus under the order of TEA to implement the school safety choice option. [See FDD] The District does not provide transportation for transfer students unless the campus is implementing the school safety choice option.

Building capacity, current enrollment, growth projections, teacher allocation (addition or reduction), class size, boundary issues, and the student's behavior and attendance history are factors considered in making decisions regarding transfers. Special consideration shall be given to students who are victims of a violent criminal act committed on school property and students involved in sexual assault to give them the option

to immediately transfer to another safe elementary or secondary school within the District with the space and staff available. Choice options shall be given to students scheduled to attend a campus under the order of TEA to implement the school safety choice option. Special consideration may also be given for other documented medical and safety reasons.

If transfers to a campus have been suspended and if the approval of an exception would not cause the need to hire additional staff, children of full-time employees may transfer to the campus where the parent is employed.

Transfers, once approved, are granted for all grade levels on the designated campus conditional on suspension of transfers. There is no guarantee that the student will be able to transfer to the next feeder school. Once a student attends a school on a transfer basis, the student may not return to the home school during the current school semester unless the principal revokes the transfer. The student may reapply to return to the home school to begin a new semester.

## TRANSFER FACTORS

### ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities for transfer students shall be governed by local extracurricular transfer guidelines that limit eligibility to participate in various varsity athletic, academic, and performing arts competitive activities. Transfer students must satisfy all requirements of the University Interscholastic League constitution and contest rules as well as local District eligibility guidelines. Students must investigate fully their eligibility status before completing the transfer process.

### CHANGE IN RESIDENCE

A student residing in school zone A on the first day of school, but moving to a residence in school zone B after the first day of school, may choose to attend school in either zone for the remainder of the current school year. If the student elects to stay in the school served by the previous residence, all transfer rules are in effect. Following the expiration of the school year, the student will attend the school in the new school zone for the following school year. No transportation will be provided to the school in zone A if the student chooses to remain at the school for the remainder of the school year. Students who move and wish to remain in their previous school must meet all criteria for transfer eligibility and will not be given preference.

The Superintendent or designee may grant permission for a student to register in a school zone outside the student's attendance zone, on a temporary basis, when a family has a home under construction or is waiting to occupy a residence

they have purchased or leased in the attendance area assigned to that school. Documentation that indicates the expected date of occupancy during the current school year must be presented to the office of student administrative services. If the family does not reside in the attendance area for that school within 60 days of the contracted occupancy date, or the contract to build, purchase or lease is terminated, the student shall be withdrawn until a residence is established within that attendance area.

**SIBLING TRANSFERS** Sibling status will not guarantee transfer approval. Requests to transfer to attend a school outside a student's attendance area with his or her sibling will be evaluated as all other requests, and will not be given preference. Siblings must meet all criteria for transfer eligibility.

The District may assign a student to a campus, other than the one assigned to the student's residence, in order to receive special education services. In this circumstance, the parent may apply for a transfer for other students residing in the household to enroll at the same campus. [See FDB(LEGAL)]

**TRANSFERS FOR STUDENTS RECEIVING SPECIAL EDUCATION SERVICES** Students receiving special education services, not subject to reassignment pursuant to a decision by an admission, review, and dismissal (ARD) committee shall satisfy the conditions under which transfers may be allowed pursuant to this policy. The individualized educational program (IEP) of a student receiving special education services who transfers under this policy will indicate that a transfer was approved, resulting in the student receiving services in a location other than the home campus.

**TRANSFERS TO MAGNET PROGRAMS** Transfers to the District magnet programs may be requested. Approval of transfer requests shall depend on availability of space and staff at the specific schools and on meeting program requirements. If approved, the student shall enroll and maintain participation in the program for which the transfer is granted. [See FDB (EXHIBIT)]

Transfer requests to attend the magnet school campus full-time, if approved, will include eligibility to participate in extracurricular activities. The student must be enrolled in the course(s) for both semesters. If the student withdraws from the course(s) the following semester/year, the student will lose one year of eligibility if he or she returns to the home school. Students attending the campus to take the magnet course only and attending their home school for all other courses are eligible to participate in activities at the home school.

**ADMINISTRATIVE TRANSFERS** An administrative transfer may be made, with parental consent, when in the judgment of the administration it is deemed

necessary for the student's health and/or safety. Upon an allegation of bullying [see FDB(LEGAL)], the Superintendent and campus principal shall be authorized to investigate allegations. If allegations are confirmed, the campus principal shall approve a transfer for the victim from one classroom to another or, at the parent's request, shall make a recommendation to the manager of student administrative services to transfer the victim to another campus.

## SUSPENSIONS AND APPEALS

### SUSPENSION OF TRANSFERS

The parents and students accepting transfers shall agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. The principal of the receiving school may revoke the transfer if these conditions are not met.

If the enrollment of a school, or expected enrollment in the near future, reaches 100 percent of the building capacity, the administration reserves the right to return transfer students to their home school.

The suspension of transfers to a school based upon capacity limitations shall be recommended by the manager of student administrative services, reviewed by the area superintendent, and approved by the Superintendent. When the Superintendent decides to deny or suspend transfers to a school, the Superintendent shall immediately notify the Board in a public meeting.

### APPEAL

Transfer decisions shall be made by the manager of student administrative services. Within five days of the notice of the denial of a transfer, the parent may submit a written petition to appeal to the executive director of student services who will designate an appropriate review panel to hear the appeal. If the parent is not satisfied with the findings of the review panel within five days of the notice of the review panel, the parent may submit a petition for further review by the Board pursuant to Education Code 25.034. The decision of the Board is final, according to the provisions of Education Code 25.034.

The decision to revoke a transfer for violation of school rules shall be made by the principal. The principal or designee must notify the parent before the school year ends. The parent has five days to request an appeal in writing to the executive director of student services who will designate an appropriate review panel to hear the appeal. ~~All decisions of the review panel are final.~~

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DATE ISSUED: 10/23/2006  
LDU-43-06  
FDB(LOCAL)-X

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