

TRANSFER GUIDELINES

The applicant must seriously consider the effects of transferring from one school to another. Emotional issues, academic transition, transportation, effects on eligibility to participate in varsity athletics, and future transition issues must be considered. The applicant must fully understand that University Interscholastic League (UIL) rules affect participation. Transfers will be considered based on the following:

1. Transfer requests originate in the office of Student Administrative Services located within the PISD Welcome and Enrollment Center.
2. Each transfer is evaluated considering attendance boundary and program issues, building capacity, current enrollment, growth projections, teacher assignments (allocation or removal), class sizes and the student's attendance and behavior history. Other factors and documentation may at times affect either transfer to or from a particular school. Please request specific criteria for documentation required in emergency situations.
3. Once approved, a transfer is effective for all years remaining at the school requested unless the school becomes overcrowded or the principal revokes the transfer. No renewal of a transfer is necessary while attending this campus. If the enrollment of a school reaches 100% capacity, Plano ISD administration reserves the right to return transfer students to their home school. An approval of one transfer does not guarantee the approval of future transfers to the next feeder school or the approval of siblings to the same campus. All criteria will be reevaluated at each level. When a change of levels is made (elementary to middle school, middle school to high school, etc.) a new transfer form and fee must be submitted.
4. The parent and student accepting a transfer agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. To be considered for transfer a student must currently hold a good attendance, disciplinary, and academic record. School bus transportation is NOT provided to transfer students. Transfer students must be delivered and picked up on time. The school principal will revoke a transfer and return the student to the home school if there are excessive absences, tardies, or occasions when the student is picked up late, if the student violates disciplinary or attendance rules, if the student does not maintain a passing academic record, or if there is a lack of parental cooperation.
5. Students entering grades Kindergarten through 12 may submit transfer requests for the following school year on the first teacher work day in January after the winter break through the fourth Friday of June. Applications will not be accepted after the fourth Friday of June. Limits apply and early application is recommended. Transfers for the spring semester are accepted December 1 through December 15. Transfers are considered before the school year begins and before the second semester begins. Transfers are not granted during semesters for currently enrolled students. A transfer is a commitment to complete at least an academic semester and the student may not return to the home school during the semester.
6. A student who participates in extracurricular activities must clearly indicate the intent to participate and the history of schools attended to assist in the determination of eligibility. For eligibility purposes, a student may not transfer for athletic purposes or for participation in a University Interscholastic League (UIL) academic or music contest. Transfer students are subject to all UIL rules. UIL rules may be accessed at this website: <http://www.uiltexas.org/policy>. Transfer students in grades 6-8 may participate in all activities. Students transferring to a campus to enroll in a magnet program not offered at their home campus are eligible to participate in activities at the new campus. Transfer students who elect at a later time to reverse their transfer and return to the home school will be ineligible for varsity athletics for a period of one year from the date of first attending classes at the home school. A transfer form must be approved to return to the home school. (See #5 for time frames.)
ATHLETICS: In most cases, students transferring to a school in another senior high school feeder system in grade 9 are ineligible to participate in varsity athletic activities unless the student attended a middle school in the same feeder system the previous full year. Students transferring in grades 10-12 are ineligible for participation in varsity athletic activities for one year unless the student attended the previous full year in the same senior high feeder system. All students must meet the UIL requirements regarding participation in **MUSIC AND ACADEMIC PROGRAMS:** Transfer students who meet the UIL requirements regarding participation remain eligible for participation in all music and academic competitive activities **CHEERLEADING, DRILL TEAM, AND JROTC PROGRAMS:** Transfer students must meet existing guidelines for each program. An approved transfer form must be submitted to the sponsor by the dates established for obtaining a tryout packet.
7. The transfer process is NOT applicable to students PLACED on a particular campus to receive special education or other District educational services.
8. Transfer applications will be approved or denied by the Manager of Student Administrative Services. Parents will be notified of the approval or denial of the transfer request.