

# Plano Independent School District Inter-District Transfer Guidelines

The Plano ISD will begin accepting transfers for students that reside out of district for the upcoming school year beginning the third Monday of April. The Plano ISD Inter-district transfer allows students who do not live within the Plano ISD boundaries an opportunity to apply for enrollment to attend school in Plano ISD. The window to apply will close on the fourth Friday of June.

## Campus Assignment

Plano ISD will accept applications for grade levels Kindergarten through 12<sup>th</sup> grade based on campus availability. The number of openings for transfer students is limited based on staffing and campus capacity.

## Transportation

Plano ISD **DOES NOT** provide transportation to and from school for students who are approved for inter-district transfers. Transfer students must be dropped off and picked up on time.

## Application Process

For enrollment in Plano ISD, parents must complete the inter-district transfer application packet which includes uploading all the required documents.

## Application Timeline

Plano ISD will accept applications for out-of-district transfers beginning the third Monday in April until the fourth Friday in June.

## Factors Considered in Approval

Factors considered for inter-district transfers include, but are not limited to: building capacity, current program or campus enrollment, growth projections, grade level enrollments, teacher allocations, professional staff allocations, and the student's behavior and attendance records.

## Approval Process

Inter-district transfer application packets will be processed on a first-come basis and will be reviewed for eligibility. Upon approval, the parent/guardian may proceed with the Plano ISD online enrollment application process. A copy of the approved inter-district transfer will need to be uploaded on Step 8 of the online enrollment application.

## Notification of Approval/Denial

Parents will be notified of acceptance or non-acceptance of their application via email. If approved, the communication will specify the campus the student has been approved to attend. Campus assignments cannot be changed.

## Student Criteria for Approval

- ≥ 95% attendance for each class for the previous school year. Proof of attendance will need to be uploaded on the next page of this application packet.
- No infractions on the disciplinary record for the previous school year. Any record of in-school suspension, out-of-school suspension, or Disciplinary Alternative Education Placement will result in the inter-district transfer application being denied. The [Declaration of Student Discipline form](#) will need to be completed by the student's 2021-22 school year school's administrator and uploaded on the next page of this application packet. Do not submit this packet until you have this form completed.

## Annual vs. Continuing Enrollment in Plano ISD

Inter-district transfers are approved for one school year only under Texas Education Code requirements. All inter-district transfer students must reapply and qualify annually. The parent/guardian will be notified when it is time to renew their inter-district transfer for the following year.

## UIL

All UIL rules regarding student eligibility for competition will be followed. Approval for an out-of-district transfer does not verify the student's eligibility for competition under UIL rules. Students in athletics who move from one high school to another are ineligible for varsity competition for one year by UIL guidelines unless the UIL grants a residency waiver. Students may not transfer for athletic purposes.

Students may participate in athletics below the varsity level upon enrollment in Plano ISD as a transfer student.

## Revoking a Transfer

Plano ISD inter-district transfer students must follow all Plano ISD transfer rules and regulations, including but not limited to district policies and regulations, the Student Code of Conduct, and attendance requirements.

Plano ISD Inter-district transfer students may have their enrollment revoked for, but not limited to, the following reasons as determined by Plano ISD:

- Disciplinary reasons (i.e. in-school suspension(s), out-of-school suspension(s), or Disciplinary Alternative Education Placement.)
- Must maintain ≥ 95% attendance
- Excessive tardiness
- Falsification of enrollment information
- Failure to provide timely transportation
- Failure to meet admission criteria as outlined in Plano ISD out-of-district guidelines
- Lack of parental cooperation