

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

TRANSFERS FOR
CHILDREN OF
DISTRICT EMPLOYEES

As a benefit of employment, in-state, nonresident, full-time employees of the District may enroll their children, or children for whom a judge has given legal guardianship, in District schools tuition-free. Transfers shall be granted for one regular school year at a time. Grant of a transfer for one regular school year shall not automatically require the District to grant a student a transfer for any one or more subsequent year or years. An employee shall be defined as full-time for the purposes of this policy if he or she is employed for a minimum of 20 hours per week. Such children shall be withdrawn on the date that employment ends unless the District agrees to a later date at its sole discretion.

Out-of-state, full-time employees of the District may enroll their children, or children for whom a judge has given legal guardianship, in District schools by paying tuition equal to the state ADA allotment.

Before an employee's child is officially admitted to District schools, the parents and the Superintendent shall execute a transfer agreement notifying the parents that the student 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 shall be at the discretion of the Superintendent.

The District shall not provide transportation for transfer students who reside in another school district or live out of state. The parent or the student shall be responsible for transportation to and from the District campus to which the student is assigned.

TRANSFER RE-
QUESTS FOR
CHILDREN OF NON-
DISTRICT EMPLOYEES

A student who is not eligible for a transfer under the provisions of this policy for District employees and who resides in another district or outside of the state and desires admission to the District must file an application for transfer with the Superintendent. An application for transfer is not considered received and shall not be considered for approval until all required attendance, discipline, and academic records are supplied to the District. The Superintendent is authorized to accept or reject any transfer requests, considering all circumstances including the limitations on transfers and factors related to transfers stated below, and provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language, or based wholly or in substantial part upon other factors prohibited by law from being considered in making the decision whether to accept or reject transfer requests.

If more applications are received than space is available, a selection committee shall consider a variety of factors, including but not necessarily limited to the attendance, academic, discipline, and

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LIMITATIONS ON
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assessment records of all applicants and shall recommend to the Superintendent those students to be accepted.

In order of priority, the following nonresident students may be approved as transfers if the students are otherwise eligible to be accepted as transfer students:

1. Students who had received approved transfers in the preceding year or who were resident students in the preceding year.
2. Siblings of students who were previously approved as transfers.
3. Other students who did not have approved transfers in the preceding year.

In determining whether a nonresident student shall be permitted to enroll in District schools, the Superintendent shall consider the following factors in addition to other factors relating to the specific circumstances of the student being considered for possible enrollment in District schools:

1. The grade level of the student seeking admission and the effect of additional students at that grade at the campus the student would be attending on class size, staffing, and facility resources. Transfer students shall not be accepted in the prekindergarten program.
2. The disciplinary record of the student seeking admission. No student shall be allowed to transfer into the District if he or she has been assigned to a disciplinary alternative education program (DAEP), suspended (out-of-school), or expelled for one or more days during the current school year. If the transfer request is made during the first semester, the student's disciplinary record in the preceding school year shall also be considered.
3. The attendance record of the student seeking admission. No student shall be allowed to transfer into the District if his or her attendance record for the current school year indicates:
 - a. Less than 95 percent attendance unless special circumstances are documented.
 - b. Less than 90 percent attendance in any circumstance.

If the transfer request is made during the first semester, the student's attendance record in the preceding school year shall also be considered.

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4. The academic record of the student seeking admission. No student shall be allowed to transfer into the District if his or her academic record for the current school year indicates:
 - a. The student is not expected to be promoted to the next grade level at the end of the school year.
 - b. Lack of satisfactory progress on the student's IEP for special education students.

If the transfer request is made during the first semester, the student's academic record in the preceding school year shall also be considered.

5. The state assessment record of the student seeking admission. No student shall be allowed to transfer into the District if he or she did not pass all areas on the most recent administration of the state assessment. If the student is at a grade level where the state assessment is not administered or is from another state, the Superintendent is authorized to accept proof of acceptable performance on another assessment instrument approved by the Superintendent. If no other acceptable assessment is available, an assessment may be administered by the District at the expense of the person making the transfer request.

The Superintendent may waive any of the above enrollment requirements in extenuating circumstances and allow the student to enroll on a probationary basis.

Transfer requests for students who require programs, courses, or procedures not offered by the District shall not be approved. The transfer applicant must agree that no additional programs, courses, or procedures shall be implemented by the District solely to meet any special need of the transferring student.

If a determination is made that materially false information was provided at the time of the transfer request, the transfer shall not be approved or, if already approved, the transfer request shall be revoked, and the student shall be removed from District enrollment.

The Superintendent or designee is authorized to interpret and administer the limitations on transfers and factors regarding transfers in the best interest of the District.

TRANSFER
AGREEMENT

Before a transfer student is officially admitted to District schools, the transfer applicant and the Superintendent shall execute a transfer agreement that specifies the terms and duration of the student's admission; the requirements for maintaining acceptable levels, as defined below, of attendance, academic achievement,

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and compliance with the District's Student Code of Conduct; and the conditions under which the transfer agreement may be revoked.

Acceptable levels are defined as:

1. Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn of truancy proceedings under Education Code 25.095. [See FEA, FEB, FEC]
2. Academic achievement that results in the student remaining on track for promotion to the next grade level at the end of the school year.
3. Compliance with the Student Code of Conduct that results in no offenses requiring removal to a DAEP, suspension (out-of-school), or expulsion and no problems of persistent misbehavior as determined by the principal.

A transfer agreement shall be in effect for one school year only and shall specify any tuition to be charged during that school year. Acceptance of a transfer student in one school year creates no right that a student will be admitted as a transfer student in subsequent years. Admission of one student in a family as a transfer student creates no right that another student from the same family will be admitted as a transfer. Transfer approval decisions are made on a student-by-student basis according to the factors and limitations noted above.

REVOCATION OF
TRANSFER

The Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance, academic achievement, or compliance with the Student Code of Conduct during a semester or whose parent(s) or legal guardian(s) demonstrates an unwillingness to comply with reasonable District and campus procedures or with District policy.

Written notification of any transfer revocation shall be sent to the school district of the student's residence. When a transfer is revoked because a student commits an offense that would require removal to a DAEP or expulsion from school, the District shall conduct the required disciplinary proceedings and assess a term of removal or expulsion. This information shall be included in the student's records sent to the district in which the student resides.

TRANSPORTATION

The District shall not provide transportation for transfer students who reside in another school district or out of state. The parent or the student shall be responsible for transportation to and from the District campus to which the student is assigned.

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TUITION

Tuition for nonresident students who reside in Texas shall be determined annually by the Board and shall not exceed the difference of the District's actual expenditures per student in average daily attendance and the District's state available school fund apportionment benefit.

Tuition for nonresident students who do not reside in Texas shall be determined annually by the Board and shall not exceed the District's actual expenditures per student in average daily attendance.

The full tuition amount assessed for the current school year must be paid in full before the student can be enrolled. Tuition amounts shall be prorated on a daily rate basis for students who enroll after the first day of school.

Tuition shall be nonrefundable regardless of if leaving the District is at the student's or parents' request or whether the student's transfer is revoked.

WAIVERS

The Superintendent may waive tuition for the following nonresident students who reside in Texas:

1. Students whose parent(s) or legal guardian(s) has a legal contract to purchase or build a residence in the District may have tuition waived for not more than six months.
2. High school students whose parent(s) or legal guardian(s) has lived in the District for at least six months but has moved from the District during the school year may have tuition waived for the remainder of the semester in which the move occurred.
3. High school seniors in good standing whose parent(s) or legal guardian(s) moves from the District during the first semester may have tuition waived for the entire school year.
4. A student whose parent(s) or legal guardian(s) owns an open business in the District and pays on time, in full and without delinquency property taxes on land, improvements, and movable property used in the business and assessed against that business may have the amount of such taxes deducted from the total tuition owed. Total amount deducted must not exceed the total tuition amount for the year. The parent or legal guardian shall include a copy of the current tax statement and receipt proving payment with the application for transfer. Credit shall not be granted for such taxes paid after tuition is paid. Credit for taxes paid in one tax year shall only be granted for one school year. If the parent or legal guardian closes, sells, or otherwise transfers the business, the tuition tax credit may be revoked effective on the first school day following the business closure. In the event of such revocation,

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no further tax credits shall be allowed against future tuition amounts due.

The Superintendent may waive a portion of the tuition for nonresident students who do not reside in Texas and who meet the requirements for numbers one, two, or three above. In such instances, the Superintendent shall set the tuition amount as the difference between the tuition charged for nonresident students who do not reside in Texas and the tuition charged for nonresident students who do reside in Texas.

NONPAYMENT

The District may withdraw transfer students whose tuition payments are delinquent. The District may give notice of delinquent tuition payments, but is not required to give such notice as a precondition for withdrawal due to nonpayment. Repeated instances of late payment shall also constitute a basis for termination of the student's transfer status.

APPEALS

Any appeals with respect to actions taken or failed or actions refused to be taken by the Superintendent or designee shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.