

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

IN-DISTRICT CAMPUS  
ASSIGNMENTS

Students entering elementary, middle, or high school shall be assigned to the campus that serves the school zone in which their parent/legal guardian resides or in which the student resides as an unaccompanied youth. Exceptions to this campus assignment requirement are made when the student is assigned to another school through the enrollment capping procedure, special program placement, for disciplinary reasons, or when the student is approved for an intra-district transfer or other legally required assignment. Boundaries of zones are established by the Board and may be adjusted as deemed necessary.

CLASS CHANGES

The campus principal shall be authorized to investigate and approve transfers of students from one classroom to another on that campus and in accordance with policy FDB.

TRANSFERS  
BETWEEN SCHOOLS

A student who resides in the District and desires admission into another school within the District must file an application for transfer with the Office of Student Services. The Superintendent or designee shall develop guidelines and procedures for the student transfer process and shall be authorized to investigate and approve transfers between schools.

In determining whether a student who resides in the District will be permitted to enroll in another school within the District, the Superintendent or designee shall consider the following criteria as appropriate for the type of transfer requested:

1. The effect of additional students on class size, staffing, and facilities at the receiving and home campuses
2. Academic performance of the student
3. The learning community in which the student resides
4. Student's attendance record (including tardies)
5. Student's disciplinary record
6. UIL participation
7. Falsification of information regarding legal residency on school documents
8. Revocation of a previous transfer
9. Any other condition the Superintendent deems necessary or appropriate

In determining whether a student who desires an intra-district transfer to a campus outside the student's home attendance area should be permitted to transfer, the Superintendent or designee shall not unlawfully discriminate based on the student's race, ethnicity, national origin, religion, sex, color, disability, language or socioeconomic status.

Acceptance of a transfer student in one school year creates no right or expectation that a student shall be admitted as a transfer

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

TRANSFER  
REQUIREMENTS  
AND TIMELINES

student in subsequent years. Admission of one student in a family as a transfer student creates no right or expectation that another student from the same family shall be admitted as a transfer. Transfer approval decisions are made on a student-by-student basis according to the criteria and restrictions noted herein, as well as in federal and state laws and District policies and regulations.

Students entering grades PK-12 may request an intra-district transfer.

Transfer applications will be taken at the Office of Student Services, 102 Profit Drive, Room #170 beginning on April 1 and ending at 5:00 PM on May 15 (or the following business day if May 15 falls on a weekend). The transfer application (including required documentation) must be submitted to the Office of Student Services by fax (361-788-9233), mailed to P.O. Box 1759, Victoria, TX 77902, or hand-delivered to 102 Profit Drive, Rm. #170 by May 15 (5:00 PM). It is the responsibility of the parent/guardian to confirm that the faxed or mailed application has been received in the Office of Student Services by the May 15 deadline. Completed transfer applications should not be returned to the campus.

Transfer requests for the upcoming school year are only accepted between April 1 and May 15.

If a transfer application is submitted by the May 15 deadline, parent notification of transfer approval or denial occurs approximately the end of the:

- 2<sup>nd</sup> week of August for elementary students (grades PK-5)
- 1<sup>st</sup> week of June for secondary students (grades 6-12)

Students granted a transfer before school begins must attend class at the requested campus on the first day of school or the transfer will be voided (absent extenuating circumstances).

If a transfer application is accepted after school begins, it will be reviewed within ten (10) District business days. Students granted a transfer after school begins must attend class at the requested campus within ten (10) District business days of the date on the transfer approval letter or the approved transfer will be voided.

NO intra-district transfer applications will be accepted after May 15 except as required by State law, unless the family moves into the Victoria area after May 15, the VISD employee was recently hired at a campus or for extenuating circumstances as determined appropriate by the Office of Student Services.

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

The VISD offers three (3) groups of transfers. Cumulative student information from the current school year will be used during the Transfer Window (April 1-May 15) and up to the start of the school year to determine a student's transfer eligibility. In addition, if a student is eligible to apply for a transfer after school begins (including a Group C transfer as listed below), the student's information through the current grading period will also be reviewed and considered. The types of transfers that fall under each group are listed below.

**Group A**— Once this type of intra-district (or out-of-district) transfer is granted, the student will NOT need to re-apply each year but a signed Transfer Contract must be submitted to the Office of Student Services annually prior to the start of the school year. The student may remain at the requested campus through the highest grade level offered UNLESS the transfer is revoked because the student no longer meets criteria required by FDB-R for that type of transfer, because the student withdraws from the school or because the signed Transfer Contract is not returned in a timely manner. Group A transfers include:

- **Employee's Child**
- **Program**
- **Sibling**
- **Out-of-District (must complete Out-of-District Supplemental Application form and provide proof of address annually)** [for more information regarding out-of-district transfers, see FDA-Local]

**Group B**—This type of transfer is valid for the current school year only UNLESS the transfer is revoked because the student no longer meets criteria required by FDB-R for that type of transfer OR because the student withdraws from the school. Group B transfers include:

- **Administrative**
- **Senior Year**
- **Physical/Psychological**
- **Anticipated Move**
- **Public Education Grant (PEG)** Important Note: Student eligibility for a PEG transfer also expires upon any of the following conditions:
  - (1) Completion of all grades at the campus upon which eligibility was originally based (the PEG-listed campus),
  - (2) Removal of the assigned home campus from the PEG List,

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

- (3) Assignment of the student to a campus that is not on the PEG list as a result of redrawn attendance boundaries or because the student moves into a different attendance zone, or
- (4) Receiving campus becomes a PEG-listed campus.

**Group C**—This type of transfer is valid for a pre-determined, designated period of time during the current school year only. Group C transfer requests are based on unique circumstances related to space availability at a campus and/or relocation of the student's parent/guardian. Group C transfers are expected to return to their home campus when this pre-determined period of time expires and for the following school year. A Group C transfer for the following school year cannot be applied for during the April 1-May 15 transfer application window. FDB-R requirements must be met for each type of transfer to be in good standing. Group C transfers include:

- **Cap**
- **Cap Sibling**
- **Continued Enrollment**
- **Extended Continued Enrollment**

To facilitate communication, intra-district transfers are defined as follows:

EMPLOYEE'S  
CHILDREN  
TRANSFER

As a benefit to an employee of the District assigned to a specific campus, transfers are available for the employee's child(ren) to that campus where they work full-time daily. This transfer shall become void upon termination of employee's assignment at that campus, and the student shall be required to return to the designated home campus or District at the end of the current grading period. This benefit is restricted to children of the employee (as per birth certificate, marriage or court orders) and is not for members of their extended family or household such as: grandchildren, nephews, cousins, etc. even if they reside with the employee.

PROGRAM  
TRANSFER

A student may apply to attend another District school in order to participate in a campus-specific educational program not offered at his/her home campus.

SIBLING  
TRANSFER

Siblings of students who are assigned to or selected to attend another campus other than his/her home campus can request to attend that same campus. This type of transfer requires that the siblings live in the same household and that the student assigned to another campus be currently enrolled at the campus. This type

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

of transfer request is preceded by an ARD [see FDB-Legal], LPAC decision or by a sibling's selection to participate in the District's G.T. magnet program. [See also Cap Sibling Transfer].

ADMINISTRATIVE  
TRANSFER

An administrative transfer request may be initiated by the campus administrator or the student's parent/guardian and will be reviewed and considered by the Superintendent or designee. Reasons for an administrative transfer may include, but are not limited to, documented concerns related to bullying, discipline or safety, sexual assault, or extraordinary conditions affecting the family, the school or the District.

SENIOR YEAR  
TRANSFER

Seniors who will graduate in the school year following a change of residence may request a transfer to continue at their original high school. Students should check their UIL and participation status before requesting any transfer.

PHYSICAL OR  
PSYCHOLOGICAL  
TRANSFER

A student may apply to attend another District school to address specific physical /psychological problems with written verification of the medical condition from a licensed physician. The "Physician's Report for Consideration of a Physical/Psychological Transfer" form is available in the Office of Student Services and the parent/guardian is responsible for obtaining and signing this form, getting it completed by the physician, and attaching it to the transfer application. This Physician Report is required for transfer consideration but does not guarantee transfer approval.

ANTICIPATED  
MOVE TRANSFER

An anticipated move transfer permits a family to enroll a child at the school in the attendance area in which the family will be moving to and living in the majority of the school year. This arrangement becomes effective prior to the start of the school year so that the child will not be required to change schools at the time of the move during the school year. A valid sales or lease contract, signed by all parties and a document showing the closing or occupancy date must be included at the time the transfer request is submitted.

PEG  
TRANSFER

The PEG (Public Education Grant) program [TEC 29.201-29.205] permits parents whose children attend schools on the PEG list to request a transfer to a non-PEG school for the following school year. [see FDB-Legal]

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

CAP TRANSFER

A campus' grade-level is considered "capped" when the enrollment at the school in that grade level nears or exceeds the district- and state-mandated student-to-teacher ratio in a particular grade level. When enrollment reaches capacity, future students enrolling in that grade level are "capped" to and enrolled at a relief campus in a cluster group. Through the end of the first nine week grading period, students who have been capped to another campus will be immediately expected to return to their home campus as space becomes available. Priority for return to the home campus is given to "capped" students with the earliest enrollment date. Beginning with the second nine week period, "capped" students will have the option of returning to the home campus as space becomes available. Any "capped" student who opts to remain at the relief campus must apply for an administrative transfer and must meet transfer criteria requirements. If the administrative transfer request is approved, transportation will no longer be provided by the district. If the administrative transfer request is denied, the student will be required to return to the home campus.

CAP SIBLING TRANSFER

If a student has been assigned to a relief campus because the student's home campus is nearing or exceeding enrollment guidelines, other siblings in the same household will be allowed to transfer to the assigned relief campus if space is available. All requirements that apply to a Cap Transfer will also apply to a Cap Sibling Transfer.

CONTINUED ENROLLMENT TRANSFER

If a student moves out of the school attendance zone after the last Friday in September, the parent(s) may apply to the Office of Student Services for continued enrollment prior to the move or within ten school days following a move. If the request is granted, it will be approved for the remainder of the *current semester only*. Continued enrollment applications made on or before the last Friday in September will not be considered and students must enroll at the new school in the attendance area in which the family has moved. Special consideration will be given to any student who moves out of their school attendance zone during the last nine week grading period of the school year but the parent must still apply for continued enrollment privileges and the student must meet the requirements for acceptable levels of academic performance, attendance, punctuality and conduct. Note: Students should check their UIL and participation status.

EXTENDED  
CONTINUED  
ENROLLMENT  
TRANSFER

A current fifth, eighth, or twelfth grade student who changes legal residence to another VISD attendance zone after school begins  
10/2015  
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ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

may apply to remain at his/her current campus for the *rest of the school year*. The parent must apply to the Office of Student Services for continued enrollment prior to the move or within ten school days following a move. All transfer requirements that apply to a Continued Enrollment Transfer will also apply to an Extended Continued Enrollment Transfer.

REASONS FOR  
DENYING A  
TRANSFER  
REQUEST

Possible reasons for denial of any transfer request include, but shall not be limited to (\* indicates not applicable to PEG transfer requests):

1. Space/staffing:
  - a) no space available in the program or at the campus,
  - b) growth rate of the campus, or
  - c) requires employment of additional staff
2. Academics\*: student did not/is not passing
3. Learning Communities\*: crosses East/West Learning Community boundary line
4. Attendance\*: student
  - a) has unexcused absences (days/periods),
  - b) has excused absences equal to or greater than 5% of the total days/periods during which a student has been enrolled, or
  - c) was not promoted as a result of failure to meet attendance requirements
5. Tardies\*: student has incurred excessive unexcused tardies defined as:
  - a) late on 5 or more days (elementary)
  - b) late for 5 or more class periods (secondary)
6. Discipline\*: the student
  - a) has been suspended, expelled, or placed in DAEP,
  - b) has 2 or more discipline referrals which resulted in In-School Suspension (ISS),
  - c) wishes to avoid disciplinary action at his/her current school, or
  - d) has engaged in delinquent conduct or has been convicted of a criminal offense and is on probation or other conditional release
7. UIL violation: the transfer is for the purpose of participating in an extra-curricular activity at the requested campus
8. Falsification of information on school documents
9. Revocation\* of a previous transfer
10. Any other condition the Superintendent deems necessary or appropriate

TRANSPORTATION

DATE REVIEWED: 8/10/2015  
ADOPTED: 8/10/2015

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

Except as otherwise provided by state law, District policy, or Board action, transportation to and from school for a transfer student choosing to attend a school outside his or her school attendance zone is the responsibility of the student and family.

GENERAL  
PROVISIONS RELATED  
TO TRANSFERS

Parents and students who accept transfers shall agree to abide by policy and regulation FDB requirements and the receiving school's standards for attendance, punctuality, discipline, and parental cooperation. The principal of the receiving school shall be authorized to deny or revoke any transfer if these conditions are not met.

Special education students shall satisfy the conditions under which transfers are permitted pursuant to this policy. Transfers or revocations of transfers that change the educational program of a special education student shall only be made by the appropriate admissions, review, and dismissal (ARD) committee.

ELIGIBILITY FOR UIL  
ACTIVITIES

Eligibility to participate in an extra-curricular activity, University Interscholastic League (UIL) academic or athletic competition, or a performance shall be determined by the rules established by the most current edition of the UIL constitution and contest rules and District policies. Students should check their UIL and participation status before requesting a transfer of any type. If a student transfers to a different high school after beginning the freshman year, he/she is not eligible to participate in any UIL varsity activity until he/she has been enrolled in and regularly attended that school for a minimum of one full calendar year or as determined by District Eligibility Committee. UIL varsity activities will include all varsity athletics, extra-curricular teams and squads, marching/concert band, choir, academic teams and solo/ensemble participants. If a change in residence is made, the student will not be eligible to participate in any UIL varsity activity until he/she has been enrolled in and regularly attended classes at that school for fifteen (15) calendar days. All issues of eligibility are subject to UIL authority and District regulations.

REVOCAION OF  
TRANSFERS

If a student's transfer request is approved but the established transfer criteria are violated, the District may revoke the student's transfer and require that the child immediately return to his/her neighborhood campus. If a transfer is revoked, the student is ineligible for another transfer during the remainder of the current school year as well as the next school year. Reasons for a transfer revocation may include but shall not be limited to:

1. Space/staffing:



ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

- a) no space available in the program or at the campus,
- b) growth rate of the campus, or
- c) requires employment of additional staff
2. Academics: student did not/is not passing all classes (not applicable to PEG transfers)
3. Attendance: student
  - a) has incurred 2 or more unexcused absences (days/periods),
  - b) has incurred excused absences equal to or greater than 5% of the total days/periods during which a student has been enrolled, or
  - c) was not promoted as a result of failure to meet attendance requirements
4. Tardies: student has incurred excessive unexcused tardies defined as:
  - a) late on 5 or more days (elementary)
  - b) late for 5 or more class periods (secondary)
5. Discipline: the student
  - a) has been suspended, expelled, or placed in DAEP,
  - b) has 2 or more discipline referrals which resulted in In-School Suspension (ISS),
  - c) wishes to avoid disciplinary action at his/her current school, or
  - d) has engaged in delinquent conduct or has been convicted of a criminal offense and is on probation or other conditional release
6. UIL violation: the transfer is for the purpose of participating in an extra-curricular activity at the requested campus
7. Falsification of information on school documents
8. Revocation of a previous transfer
9. Any other condition the Superintendent deems necessary or appropriate

APPEALS OF DENIED  
TRANSFERS

If a student's transfer request is denied by the District transfer committee, the parent/guardian may submit a written appeal and include further documentation to support the rationale of the appeal's request. Phone or verbal appeals will not be accepted or considered. An appeal should state why the transfer should be reconsidered and must be filed within ten (10) district business days of the date on the District's denial letter. The appeal will be reviewed within ten (10) district business days of receipt if at all possible. If the transfer committee's original decision remains unchanged, no formal written communication will be sent to the parent/guardian. All appeal decisions are final.

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB-R

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**Note:** For transfers of students who are victims of bullying, see FDB (LEGAL). For transfers of students who attend a persistently dangerous school, become victims of a violent criminal offense, or become victims of sexual assault, see FDD.

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