

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LOCAL)

A student shall be assigned to a school in the attendance area in which he or she resides.

CLASS CHANGES

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

TRANSFERS  
BETWEEN SCHOOLS

The assistant superintendent of administration shall be authorized to investigate and approve transfers between schools.

INTRADISTRICT  
TRANSFERS —  
ELEMENTARY AND  
MIDDLE SCHOOLS

A District student may be considered for an intradistrict transfer to another school on the basis of:

1. Elementary child-care needs, except for participation in a District-approved after-school program.
2. Extenuating circumstances supported by medical, psychological, or legal documentation related to the welfare of the child.
3. Attendance at any District school (excluding Schools of Choice) for children of District employees.
4. Attendance for the remainder of grade 5 or grade 8 when the family residence changes during the last 12 weeks of the second semester.
5. Extenuating circumstances approved by the Superintendent or designee.

No transfer shall be approved that would adversely affect the sending or receiving school.

INTRADISTRICT  
TRANSFERS —  
SENIOR HIGH  
SCHOOLS

A student in grades 9–12 shall be required to attend the high school in the attendance zone in which he or she resides, except in the following cases:

EXCEPTIONS

1. Extenuating circumstances supported by medical, psychological, or legal documentation related to the welfare of the student.
2. Attendance for a restricted time period in order to take a course unavailable at the home campus.
3. Attendance for the senior year in order to graduate with his or her class when the family residence changes after the junior year.
4. Attendance at any District school for children of District employees; all UIL rules shall apply.
5. Extenuating circumstances approved by the Superintendent or designee; all UIL rules shall apply.

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6. Application is made and accepted to one of the District Schools of Choice.

In all cases in which an exception is granted by the Superintendent or designee, eligibility rules regarding participation in extracurricular activities shall apply.

STUDENTS IN  
ACADEMICALLY  
UNACCEPTABLE  
SCHOOLS

The following shall apply to transfers associated with a campus on the Public Education Grant (PEG) List:

1. Parents must complete the appropriate transfer form (located in the campus principal's office or in the area superintendent's office).
2. The completed form must be submitted to the area superintendent's office where it shall be logged in by time and date.
3. The area superintendent shall sign the form and indicate the approval or denial of the transfer.
4. Both principals shall sign the form indicating notification of the approved transfer.
5. The area superintendent shall notify the parent, sending principal, and receiving principal of the approval or denial of the transfer request.
6. Regular withdrawal procedures shall be followed at the home school if the transfer is approved.
7. Regular enrollment procedures shall be followed at the new school if the transfer is approved.
8. The usual request and release of records procedures shall be followed if the transfer is approved so that the new school can obtain the student's records from the home school.
9. If the request for transfer is denied, the parent shall be informed of the appeal process in policy FNG(LOCAL).

TRANSPORTATION  
LIMITATION

In cases of a student transfer, the District shall not be responsible for providing transportation between the student's home and the school to which the student is transferring.

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**Note:** For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.

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