

IN-DISTRICT TRANSFER GUIDELINES

In-District Transfer Guidelines

Edgewood ISD is committed to a student's school of choice and neighborhood schools. The District maintains a comprehensive student assignment plan that is designed to support both, school of choice and attending student's neighborhood school, promote balanced enrollment and efficient use of facilities, and comply with legal requirements. Any student, K-12th grade, who wishes to attend an EISD school outside of his/her neighborhood must complete an In-District Transfer Request and obtain District approval to change schools.

Separate processes exist for assignments to schools of innovation and for transfers pursuant to special provisions of the Texas Education Code or federal law (e.g. school safety choice transfer, victim of sexual assault/bullying victim transfer, low-performing school transfer, and/or disabled student sibling transfer.)

Procedures for In-District Transfers

Transfer request forms are available in the front office of each school or on the district website at www.eisd.net under Student and Parents Tab year-round. We may also have a 2-week summer window, in which parents may apply using a link provided at that time via website and social media platforms. Parents desiring an in-district transfer must complete the request form and submit it to their home school for processing. Transfer requests must be approved by the principal of the home and receiving schools and by the assigned Chief of Schools before a student may change schools. During summer transfer window, when offered, assigned Chief of Schools will review transfer requests and make the decision. A condition of every approved transfer is the requirement that the student maintain prompt and regular attendance, that the student maintain good behavior and grades, and that the parent, cooperate with the receiving school. School Leadership office will attempt to make a decision on a transfer request within 5 working days after a completed request is received during the school year and early to mid-July for summer transfer window. However, the district may delay a decision when the district determines a delay is necessary to properly consider relevant information and operational needs. The office of School Leadership will notify the parent of approved/denied requests.

Considerations of Transfer Request

In evaluating each transfer request, EISD will consider:

- Individual needs of the student and reason provided on the transfer request;
- Student's behavior, attendance, and grade history.
- Overall effect the transfer will have on the home and receiving school; *
- Student's need for special instructional services not provided at the home school.
- Medical condition of the student as described in a letter from the student's medical provider (letter must be submitted with the transfer request);
- A family request to have similar age siblings attend the same school.
- Building capacity and any planned renovation projects.
- Current enrollment, growth projections, and boundary issues;
- A request of a student who has moved to another EISD school attendance area to continue to remain in the current school he/she has been attending.
- Teacher allocations and class size; and/or
- Other factors relevant to a particular transfer request.

*EISD will not increase staffing allocations to accommodate transfer requests. Consideration of the effect of the transfer may differ at elementary and secondary schools:

Elementary- To ensure space is available at a campus for students who reside in the attendance area, EISD generally will deny a request seeding a transfer to campuses where the affected grade level enrollments are projected at 90 percent or greater of class size expectations (grades K-1, 18 students; grades 2-4, 22 students; grade 5; 28 students per class).

Secondary- A variety of factors will be considered to determine whether the transfer would negatively affect the campus's ability to maintain reasonable class sizes.

Transportation

EISD does not provide transportation for transfer students unless otherwise required by law and/or there is a previously established route to that school. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.

Rescission of Transfer

An In-District Transfer is a privilege. Approved transfers may be rescinded by the principal where the student is enrolled due to the follow reasons:

- Student becomes a disruption to school operation and/or a detriment to the learning environment and other students.
- Student fails to maintain good conduct and behavior;
- Student has excessive tardies and/or absences.
- Lack of parental cooperation.
- Change of student's residence.
- Falsification of residency, transfer, or enrollment documents; and/or
- Other relevant reasons determined by the building principal.

Change of Residence

Transfer forms must be completed when a student moves in a new EISD home school area but wants to remain in the school he/she has been attending. A student is considered a transfer student subject to the transfer rules beginning at the time a request is approved. A new transfer is required when a student wants to change schools.

Athletic and Other Extracurricular Participation

A student may not transfer for the purpose of participation in extracurricular activities.

- Athletics- Edgewood I.S.D. student-athletes that transfer to another campus within the district must do so, at the earliest opportunity afforded to the student, in order, to transfer their varsity athletic eligibility. Earliest opportunity is during the enrollment period of the student's 9th grade year or before the start of a new district program. If a high school student transfers within district during the academic school year, the student is not eligible for varsity athletic participation (per UIL regulations) for one year from the date the student begins in attendance at the new school. The student will be eligible for sub-varsity athletics until the calendar year has been completed. For more information, please contact EISD Athletic Dept at 210-898-4046.
- Academic/Performing Arts Programs- To be eligible for other extracurricular activities, transfer students must be enrolled and attending the transfer school fifteen calendar days prior to the application deadline for tryouts or organization.
- Other- Eligibility for activities not regulated by UIL will be determined by EISD guidelines for the specific program and/or any national or state regulations of the activity or organization.

Appeal of Denial of Transfer Request

A parent/legal guardian who is not satisfied with a decision regarding a transfer request may appeal the decision by submitting a letter describing the reasons for appeal to the Assistant Superintendent of School Leadership. A review committee will consider the appeal. Appeals must be submitted in writing no later than 3 school days of the initial denial. A parent that is not satisfied with the decision of the appeal committee must follow Board Policy FNG to seek further review of the administrative decision.

EDGEWOOD INDEPENDENT SCHOOL DISTRICT

Request for Student Transfer within District

Home Campus: _____ Requested Campus: _____

Parent Name: _____ Address: _____ Telephone: _____

Last Name of Student(s)	First Name of Student(s)	Grade	Student ID Number

Please indicate the reason for the transfer within the District by circling the appropriate indicator:

1. Victim of Bullying (Campus documentation must be provided in accordance with (Board Policy Local FFH)
2. Others in Special Education Student’s Household (Board Policy Legal FDB)
3. Students in Unacceptable Schools or Students in Schools Identified for Improvement (Board Policy Legal FDB).
4. First Time 9th Grade Request for Endorsement Major; and the continuation within the Endorsement until graduation.
5. Child of a full-time employee of Edgewood ISD, pending space availability at the requested campus.
Position: _____ / Campus: _____
6. Other (please specify): Transportation issues, uses the bus, lives closer to Loma Park

I understand that approval of the transfer is also based on the following:

- Availability of space at the receiving school.
- Availability of course(s) needed and that the student schedule is compatible.
- Transfer must not violate any U.I. L. rule regarding participation and eligibility.
- Student must reside in Edgewood ISD with parent or guardian (except reason 5).
- Transportation services will not be provided by Edgewood ISD unless the campus is a PEG campus or capped in grade level

If approved, transfers may be revoked for any of the reason(s) stated below. Please initial beside each reason as acknowledgement of reading the reasons.

- _____ Failure to persistently comply with TEA Compulsory Attendance.
- _____ Failure to persistently maintain satisfactory grades.
- _____ Failure to persistently comply with Student Code of Conduct.

_____	_____
Parent Signature	Date

_____	_____	_____	_____
Home Campus Principal	Date	Approved	Denied

_____	_____	_____	_____
Requested Campus Principal	Date	Approved	Denied

_____	_____	_____	_____
Executive Officer	Date	Approved	Denied

Notification of Non-Discrimination

It is the policy of the Edgewood Independent School District not to discriminate on the basis of race, color, national origin, gender, handicap, or age in its employment practices, educational programs, services or activities, as required by law. For information about your rights, contact the Title IX Coordinator Executive Director of Human Resources at 210-898-2021