

**Spring Branch Independent School District  
Agenda Item Information**

**Date of Board Meeting:** January 20, 2009

**Subject:** Consideration and Possible Action on Potential Amendments: FDA (LOCAL)  
ADMISSIONS: INTERDISTRICT / NON-RESIDENT TRANSFERS

**Administrator Responsible:**

**Name:** Diane Jackson, Ed.D.

**Position:** Policy Administration & Governmental Relations

**Purpose of Agenda Item:**

Information only       Action needed       Report

**Additional Information and/or Back-Up:**

Recommend discussion, approval of potential amendments and Second Reading of FDA (LOCAL) ADMISSIONS: INTERDISTRICT / NON-RESIDENT TRANSFERS.

Potential amendments may be considered. Possible action may occur.

Annotated copy is attached.

FDA (Regulation) is attached for Board review.

ADMISSIONS:  
INTERDISTRICT/**NON-RESIDENT** TRANSFERS

FDA  
(LOCAL)

DEFINITION

For purposes of this policy, "parent" shall mean parent, guardian, or other person having lawful control of the student under a court order. A "child" or "student" is any person, other than a high school graduate, who is younger than 21 years of age and eligible for enrollment on September 1 of any school year.

TRANSFER REQUESTS

No child whose parent does not reside in the District or who does not qualify for admission into the schools of the District in accordance with Texas Education Code 25.001(b) or other applicable law, is entitled to transfer from another school district to a school in the District, except as provided below:

EXCEPTIONS

1. A student not otherwise eligible for admission to a District school may be enrolled in District schools if the parent has leased or purchased a residence in the District and will be moving into the District within 90 days from the date of enrollment. Students enrolled under this provision shall meet all other requirements for attending school in the District.
2. Students whose parents, guardians, or other persons having lawful control under court order move outside the District after the beginning of a school year **are eligible to apply for an inter-district transfer.** ~~shall have the option of remaining enrolled in District schools until the end of the school year if the principal certifies the student's conduct, academic achievement, and attendance are satisfactory.~~
3. If the parents of a student who has successfully completed the junior year move to another district prior to the beginning of the senior year, the student may attend school in the District for one additional year, provided the student has been continually enrolled for one year and the parents have resided in the District at least one year immediately prior to moving.

**SPECIFIC TO ELIGIBLE EMPLOYEES**

Children of nonresident **eligible** District employees shall be **eligible allowed** to attend **pre**kindergarten through grade 12 in District schools **with no tuition charge** if the principal certifies the student's conduct, academic achievement, and attendance are satisfactory. However, prekindergarten students who do not meet eligibility

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requirements for the state-funded prekindergarten program shall be required to pay tuition.

OPEN ENROLLMENT WITH  
NO TUITION

Nonresident parents may enroll their children on an annual basis in District schools in kindergarten through grade 12 with no tuition charge according to the following:

1. Annually, the Superintendent may designate an open enrollment period that may be extended or reopened.
2. The District shall then assign a student to the school chosen by the parent based on available space and staff capacity.
3. If there is no available space and/or staff capacity at the campus preferred by the parent, at the time of application or anytime during the year the **parent will be notified.** ~~District may assign the student to a campus with available space and/or staff capacity.~~

A transfer shall not be approved that would limit the educational opportunities of resident students. Intradistrict transfers shall be given preference at the time of the original request, prior to the open enrollment period, and prior to any extended or reopened enrollment period, over interdistrict transfers.

HARDSHIP TRANSFERS  
OR TRANSFERS FOR  
SPECIAL  
COOPERATIVE  
PROGRAMS

Students not qualifying for transfer under one of the EXCEPTIONS, above, may not attend District schools unless granted special permission by the Board. The Board shall consider granting special permission for transfer students residing in other school districts in ~~the~~ either of the following instances:

1. Hardship situations that present an injustice to a student.
2. Special cooperative programs involving other school districts for which the District is sponsor or fiscal agent.

For students approved under items 1 or 2 above, the rate of tuition to be paid by the students or by the district in which the student resides shall be determined by the Board, if applicable. Approval for such transfer students shall be on an annual basis and may be revoked at any time, subject to the terms of the transfer agreement.

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AUTHORITY TO ACCEPT  
OR REJECT

The Superintendent has the authority to accept or reject any transfer request, provided that such action is without regard to the national origin of the student or the student's ancestral language.

REVOCATION

The Superintendent has the authority to revoke interdistrict transfer agreements as provided in the transfer agreement. See COMPLAINTS below.

Students who transfer into the District shall follow all rules and regulations of the District including, but not limited to, District policies and regulations, the Student Code of Conduct, and attendance requirements. Students shall also maintain satisfactory academic progress. Failure to fulfill any of these responsibilities may result in the immediate revocation of the transfer agreement.

The effective date of the revocation shall be set in accordance with the written transfer agreement **and may occur at anytime**.

Written notification of any transfer revocation shall be sent to the school district where the student resides.

If a transfer is revoked, tuition fees, if any, shall not be refunded, subject to the terms of the transfer agreement.

TRANSPORTATION

Transportation shall not be provided for interdistrict transfer students.

TUITION

The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged.

PAYMENT

WAIVERS

The Board may waive tuition for a student based on financial hardship upon written application by the student or parent or guardian, upon the recommendation of the Superintendent. [See FP]

NONPAYMENT

The District may initiate withdrawal of students whose tuition payments are delinquent.

COMPLAINTS

Any complaint shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

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ATTENDANCE AREA	All students must attend the school in the attendance area in which the parent/guardian resides, unless a transfer is granted.
	Approved transfers are authorized for one scholastic year unless revoked.
PROCEDURES	Student Transfer applications will be accepted during a designated time frame each year (specific dates determined annually). Intra-district resident transfers will be considered prior to inter-district requests.
U.I.L. ELIGIBILITY	Students transferring to a senior high school should be aware a transfer might affect eligibility for participating in some U.I.L. activities.
NON-RESIDENT TRANSFERS (K-12 ONLY)	
NEW REQUESTS	Initial requests include a request involving a change in schools, i.e. 5 <sup>th</sup> to 6 <sup>th</sup> , 8 <sup>th</sup> to 9 <sup>th</sup> . Parents/guardians requesting a transfer will: <ol style="list-style-type: none"><li>1. Access application online <a href="http://fmp2.springbranchisd.com/transfer/public.htm">http://fmp2.springbranchisd.com/transfer/public.htm</a>, submit online, print a copy by designated date.</li><li>2. Turn in application, report card, test scores, and \$25.00 (cash/money order) processing fee to Administrative Services, 955 Campbell Road, Houston, TX 77024.</li><li>3. Principal will approve/disapprove.</li><li>4. Approval/disapproval letters will be sent from Administrative Services by designated date.</li></ol>
RENEWAL REQUESTS	Parents/guardians requesting transfer will: <ol style="list-style-type: none"><li>1. Access application online <a href="http://fmp2.springbranchisd.com/transfer/public.htm">http://fmp2.springbranchisd.com/transfer/public.htm</a>, submit online, print a copy, and take the copy to the requested campus by designated date.</li><li>2. Principal will approve/disapprove.</li><li>3. Schools will keep a copy and send original to Administrative Services.</li><li>4. Approval and disapproval letters will be sent from the school by designated date.</li><li>5. Turn in application and \$25.00 (cash/money order) processing fee to the campus.</li></ol>
ELIGIBLE EMPLOYEES	Eligible employees are those receiving District benefits. <ol style="list-style-type: none"><li>1. Access application online <a href="http://fmp2.springbranchisd.com/transfer/public.htm">http://fmp2.springbranchisd.com/transfer/public.htm</a>, submit online, print a copy, and take the copy to the requested campus by designated date.</li><li>2. A non-resident eligible employee may transfer their Pre-K - 12 children into the District.</li><li>3. The District will make every effort possible to place students at the age</li></ol>

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appropriate campus where his/her parent has been assigned or as close as possible.

4. Once a student is approved for a transfer, every effort will be made on behalf of the District to support the transfer on a year-to-year basis. All criteria must be met.
5. Approval and disapproval letters will be sent from the school by designated date.
6. Processing fee is waived for all employees.

CHANGE IN  
RESIDENCE

If a resident student becomes a non-resident student during the school year, the student is eligible to apply for an inter-district transfer. If approved, all criteria will apply.

CONSIDERATIONS  
FOR APPROVAL

1. Space must be available in:
  - School;
  - Grade level;
  - Special program if applicable.
2. Attendance (including tardies).
3. Students must be performing satisfactorily:
  - Academics – on grade level with good grades;
  - TAKS/Test scores – must have passed most recent test and all future tests;
  - Conduct/behavior must be satisfactory; –
  - No major problem (see Code of Conduct, Level III, IV, and V) or persistent misbehavior,.
4. Transportation  
Parent must provide transportation to and from school and ensure students arrive at school and are picked up from school on time.

TRANSFERS  
REVOKED

The principal may revoke the transfer at any time for any of the criteria below:

1. Misrepresentation of residence on enrollment documents.
2. Space: this takes into consideration the enrollment of a campus at the start as well as throughout the school year. In elementary, calculations at each grade level are taken into consideration.
3. Attendance must be satisfactory: unexcused absences as well as excessive absences are considered.
4. Conduct/Behavior must be satisfactory.
5. Academic student performance must be satisfactory.
6. Punctuality at arrival and dismissal times: it is the responsibility of the parent to ensure students arrive to school and picked up from school on time.

OTHER  
INFORMATION

A list of schools with possible space by grade levels will be available online at <http://fmp2.springbranchisd.com/transfer/public.htm>. Some grade levels and programs may not have space even though the school may have space.

For students currently on transfer status and requesting a transfer to the same campus, schools will notify and provide parents with information regarding the transfer process.

Spring Branch ISD  
101920

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Any questions or concerns, please contact:  
Spring Branch Independent School District  
Administrative Services  
955 Campbell Road  
Houston, TX 77024  
713-464-1511  
Ask for the office of Department of Administration