

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

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

**Subject:** Consideration of Possible Action on Potential Amendments: FDB (LOCAL)  
ADMISSIONS: INTRADISTRICT / 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 FDB (LOCAL) ADMISSIONS: INTRADISTRICT / RESIDENT TRANSFERS

Potential amendments may be considered. Possible action may occur.

Annotated copy is attached.

FDB (Regulation) is attached for Board review.

ADMISSIONS  
INTRADISTRICT **RESIDENT** TRANSFERS

FDB  
(LOCAL)

Students shall be assigned to schools in the attendance areas in which they reside.

CLASS CHANGES

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

TRANSFERS  
BETWEEN SCHOOLS

The Superintendent or designee shall be authorized to investigate and approve transfers between schools.

ADMISSIONS:  
INTRADISTRICT/RESIDENT TRANSFERS

FDB  
(REGULATION)

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.

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 transfers will:

1. Access application online <http://fmp2.springbranchisd.com/transfer/public.htm>, submit online and print a copy, by designated date.
2. Turn in applications to requested school along with copies of report cards and test scores. (If the first request is not approved, it is the parent's or guardian's responsibility to secure your documentation to submit to another requested school.)
3. Principal will approve/disapprove.
4. Schools will keep a copy of application and send original to Administrative Services.
5. Approval/disapproval letters will be sent by the school by designated date.

RENEWAL REQUESTS Parents/guardians requesting transfers will:

1. Access application online <http://fmp2.springbranchisd.com/transfer/public.htm>, submit online, print a copy and take copy to the requested campus by designated date.
2. Principal will approve/disapprove.
3. Schools will keep a copy and send originals to Administrative Services
4. Approval and disapproval letters are sent from the school by designated date.
5. The District will make every effort possible to support renewal transfers. (Criteria will be considered.)

ELIGIBLE EMPLOYEES Eligible employees are those receiving District benefits.

1. The District will make every effort possible to place students at the age appropriate campus where his/her parent has been assigned or as close as possible.
2. 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.
3. Approval and disapproval letters will be sent from the school by a designated date.

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FDB  
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**CAPPED CAMPUSES** When a campus becomes capped, students currently enrolled at the campus on transfer status and who are in good standing *regarding the criteria* will be allowed to continue on transfer status for the upcoming years if space permits.

Siblings of students on transfer will receive preference in attending the same school on transfer status during the same school year in which a sibling is assigned and where such sibling has previously attended. Transfer criteria must continue to be met.

**CHANGE IN  
RESIDENCE**

If during the school year, a home zoned student residence is changed, attendance for the remainder of the fifth, eighth or twelfth grade will be granted. Appropriate intradistrict or interdistrict transfer applications must be submitted and criteria will apply.

If during the school year, a student's home zoned residence changed in grades other than five, eight or twelve, the student is eligible to apply for an inter-district transfer. If approved, 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,
- i. 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.

ADMISSIONS:  
INTRADISTRICT/RESIDENT TRANSFERS

FDB  
(REGULATION)

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.

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