

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LOCAL)

ASSIGNMENTS

As the Board's designees, the director for Student and Parent Services, the appropriate division head for school supervision and instruction or designee, and the Superintendent or designee may assign and transfer any student from one school facility or classroom within the District to another facility or classroom within the District.

TRANSFERS  
BETWEEN CLASSES  
AND CAMPUSES

The Superintendent or designee shall be authorized to investigate and approve transfers of students from one classroom to another or between campuses, as appropriate.

TRANSFER  
REQUESTS

Applications for transfer between schools within the District shall be submitted to the director for Student and Parent Services. Those applications or petitions for transfer meeting District reasons/criteria listed in this policy shall receive priority, but an application or petition that does not meet those criteria shall still be granted unless there is a discipline, attendance, or capacity basis for denying it. If the application for transfer is denied, the parent or legal guardian may appeal in writing to the appropriate division head for school supervision and instruction or designee.

A parent or guardian shall be entitled to request of the principal or designee a change of the class or the teacher to which his or her student has been assigned, in accordance with FDB(LEGAL).

A student enrolled in a school within the boundaries of a particular school attendance zone of the District shall have the option of continuing in that school when the residence of the parent or legal guardian changes, so long as the parent or legal guardian continues to maintain a residence within the boundaries of the District.

PETITIONS AND  
OBJECTIONS

A transfer request shall be made to the principal of the school where the transfer is requested. An appeal of a principal's denial of a transfer request shall be made to the director for Student and Parent Services. The parent may request a hearing with the director to review the denial. The hearing shall be held within ten school days of the request. If the denial is upheld, the parent may appeal. During the hearing, the parent may present evidence relevant to the student. If the denial is upheld, the parent or guardian may appeal to the Board by filing a written petition to the Superintendent. The meeting time and place should be determined and communicated to the parent or guardian by mail, and the Board shall act on the petition within 30 days after the date it is submitted to the Superintendent.

The reasons for student transfer eligibility are listed below:

1. Eligibility for transfer (all campuses):

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LOCAL)

REASONS /  
CRITERIA FOR  
TRANSFER  
ELIGIBILITY

- a. Any student whose parent or legal guardian is in the process of building or has contracted to buy a house in a different attendance zone than the attendance zone in which the student currently resides in the district to which he or she wishes to transfer, provided the parent's change of address will occur during the same school year, may be considered for transfer. Adequate proof establishing that construction has begun or final papers have been completed on a house already built must be presented. Residency verifications shall be conducted to verify the address.
- b. A student who has been accepted into one of the District's magnet programs may be granted a transfer to attend the designated program. Eligibility for this type of transfer is dependent upon successful participation in the respective magnet program.
- c. If there are safety concerns at the home school, including victims of violence, a student may be granted a transfer. A police report must already be made at the time the transfer is requested or the parent must provide other documentation to support the claim that the student has been the victim of violence.[See FDE and FFI]
- d. If the parent or a legal guardian is an active duty, uniformed member assigned to Fort Bliss, a student may be granted a transfer.
- e. For a student receiving special education services, if an Admission, Review, and Dismissal (ARD) committee determines that the location of services will be at a campus other than the student's home campus, the student shall be transferred to the campus designated in the student's IEP. [See EHBAB] Should that placement necessitate a transfer, the appropriate division head or designee must notify the office for Student and Parent Services in writing. If the District assigns a student to a District campus other than the campus the student would attend based on the student's residence for purposes of receiving special education services, the District shall permit the student's parent, guardian, or other person standing in parental relation to the student to obtain a transfer to the assigned campus for any other student residing in the household of the student receiving special education services, subject to conditions contained in FDB(LEGAL).

See policy EHBAB for parent rights when the parent disagrees with an ARD committee's designation of the location of services.

- f. A student being provided daycare may be considered for transfer if the child is being cared for by a relative, friend, or nursery in another District school attendance area if the employment of both parents, or of a single parent, requires that both parents or the single parent be absent from the home before the child leaves for school in the morning and/or after the child returns home in the afternoon. This same rule shall apply to a working parent who is a full-time student. Transfers granted under this guideline are for one year only. The work and/or class schedule must be provided for verification.
  - g. Any student may be transferred if it is determined by the Superintendent or designee that the student's presence on a given campus may be hazardous to the student and/or others on the campus. Evidence of the hazard must be provided.
  - h. A student may be eligible for a transfer based on a court order.
2. Eligibility for transfers based on accessibility of campuses:
- a. A student may be transferred if there are barriers and/or obstructions between the student's home and the school from which the transfer is requested, which include:
    - (1) A freeway within the student's attendance zone that has no overpass or underpass that can be used by vehicles and/or pedestrians.
    - (2) Large vacant land areas that are not maintained and/or are lacking regularly used pathways.
    - (3) Industrial complexes through which regular access is denied.
    - (4) An uncontrolled major traffic artery.
  - b. Transfers shall also be considered when the school for which the transfer is requested is closer to the student's residence as measured by the nearest traveled route.

~~3. Eligibility for transfers for special campuses:~~

- ~~a. Any Hispanic student at Bowie High School may transfer to Andress High School, Franklin High School, or~~

~~Coronado High School. Any non-Hispanic, white student at Andress, Coronado, or Franklin High School may transfer to Bowie High School.~~

~~b. Any Hispanic student at Roberts Elementary School may transfer to Rivera Elementary School, Western Hills Elementary School, Guerrero Elementary School, Putnam Elementary School, or Kohlberg Elementary School. Any non-Hispanic, white student at Rivera Elementary School, Western Hills Elementary School, Guerrero Elementary School, Putnam Elementary School, or Kohlberg Elementary School may transfer to Roberts Elementary School. Any Hispanic student at Burnet Elementary School may transfer to Powell Elementary School, on a space-available basis, with priority given to such students residing in the civilian portion of the Burnet Elementary School attendance area.~~

~~c. There shall be no transfers based on reasons 2.a or 2.b above between:~~

- ~~• Dowell and Schuster Elementary Schools;~~
- ~~• Travis and Bliss Elementary Schools;~~
- ~~• Roberts and Putnam Elementary Schools;~~
- ~~• Roberts and Guerrero Elementary Schools;~~
- ~~• Roberts and Kohlberg Elementary Schools;~~
- ~~• Burnet and Logan Elementary Schools;~~
- ~~• Burnet and Powell Elementary Schools; or~~
- ~~• Burnet and Bliss Elementary Schools.~~

4.3. An employee on whose behalf Teacher Retirement System (TRS) contributions are made, who resides within the boundaries of the District, may obtain a transfer for his or her own children. Approval shall be based on available space. Employees residing outside the District must adhere to this guideline and to the interdistrict transfer procedures outlined in policy FDA(LOCAL).

---

**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.

---

DRAFT