

ASSIGNMENTS

The Superintendent or designee shall assign students to schools according to attendance areas and reassign students to conform with any changes in attendance areas. When student reassignment is deemed necessary by the Superintendent or designee, the parent(s) or guardian of each student reassigned shall be notified individually in writing.

The Superintendent or designee may assign any student from one school facility or classroom within the District to another facility or classroom within the District.

Students shall be assigned to schools in the attendance areas in which they reside. A student who wishes to attend a school other than as assigned shall obtain prior approval from the Superintendent or designee.

For purposes of this policy, intra-district transfers are students who live within the boundaries of the District and request a transfer to another campus outside their attendance zone.

CRITERIA FOR  
CONSIDERING  
INTRA-DISTRICT  
TRANSFER  
REQUEST

A student who wishes to attend a school other than as assigned shall obtain prior approval from the Superintendent or designee.

A request for an intra-district transfer shall be made in writing to the Superintendent or designee using procedures and timelines approved by the Superintendent.

All requests for intra-district transfers shall be based on the individual needs of the student. In evaluating a request for transfer, the following criteria shall be considered:

1. Building capacity of school to which the student has requested a transfer.
2. The current enrollment of both the assigned school and the receiving school.
3. The growth projections of the receiving school.
4. Evidence of any medical or physical needs of the student.

5. Instructional programs available at both the assigned school and the receiving school.
6. Extraordinary family considerations.
7. The student's discipline and attendance history.
8. The likelihood that the transfer would violate UIL rules.
9. The reason for the request.

Transportation convenience or babysitter location shall not be considered as reasons for the Superintendent or designee to transfer an individual student.

No intra-district transfer shall be approved that requires a change in classroom space or staff at either school.

#### TRANSPORTATION

The District shall not be required to provide transportation to students on intra-district transfers.

#### DEADLINES FOR TRANSFER CONSIDERATION

The following dates shall apply each year to the intra-district transfer process:

In order to be considered, transfer requests for the upcoming school year must be received in the Office of Student Services by April 1. Notification of the status of transfer requests received prior to April 1 shall be communicated to parents and students on or before May 1. The decision of the Superintendent or designee shall be considered final.

#### CHILDREN OF DISTRICT EMPLOYEES

The children of District employees may transfer from the attendance zone in which they live to the attendance zone in which their employee/parent works provided that the parent is a full-time employee and space for additional students is available at the receiving campus. Requests for such intra-district transfers should be filed in the Office of Student Services within 30 days of the assignment of personnel. Renewal of employee intra-district transfers will be annual and occur prior to April 1 for the subsequent school year.

Employee children transfers will be for kindergarten through 12th grade.

Children of District employees hired prior to March 29, 2005, who are enrolled in a MISD school in the 2004-05 academic year, will be eligible to continue in the school of their choice as long as they have continuous enrollment, the employees remain with the District and have no break in service, and the space for additional students is available at the receiving

campus.

#### TRANSFER LIMITS

A student transfer may be requested only one time per school year.

#### RELOCATING STUDENTS

A student residing in District school zone A on the first day of school but moving residence to school zone B in the District after the first day of school may choose to attend school in either zone for the remainder of the current school year. Affected students must provide proof of residence (see FD-Local, Residency Defined) and complete a transfer form returned to the office of Student Services, if required.

The District shall not be required to provide transportation to students on intra-district transfers.

A student residing in school zone A on the first day of school and planning to move to school zone B during the first 45 days of the school year may apply to the Superintendent or designee for permission to register in school zone B for the complete year.

#### TRANSFERS FOR STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students receiving special education services, not subject to reassignment pursuant to a decision by an admission, review, and dismissal (ARD) committee, shall satisfy the conditions under which transfers may be allowed pursuant to this policy. The individual educational plan (IEP) of a student receiving special education services, who transfers under this policy, will indicate that a transfer was approved, resulting in the student receiving services in a location other than the home campus.

#### REVOCATION OF TRANSFER

The student transfer shall remain in effect unless:

1. The transfer student seeks to return to the campus that serves his attendance area.
2. The transfer student fails to maintain satisfactory attendance and/or abide by all laws, rules, and policies contained in the Student Code of Conduct and Student Handbook. If the student exhibits behavior that causes the principal or the principal's designee to take action, as specified in the Student Code of Conduct or Student Handbook, the principal may request that the Superintendent or designee revoke the transfer.
3. The student ceases to be enrolled in a special course

that has been cited as the reason for the application to transfer.

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**This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]**