



## **INTER (out of) DISTRICT STUDENT TRANSFER PROCEDURES**

The Superintendent or designee is authorized to accept or reject any transfer request, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

A student requesting a transfer into the District shall apply and be evaluated in accordance with policy FDA and the District's transfer agreement.

A resident student who becomes a non-resident during the course of a school year may file an application to continue in attendance for the remainder of the semester.

A non-resident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee by June 1 before the school year for which admission is requested. Requests for admission as a transfer student made after that date shall be considered on a case by case basis. Transfers shall be granted for one regular school year at a time.

### **TRANSFER GUIDELINES**

Inter-District Transfers will be granted based on program availability. Program availability is defined as the ability to accommodate additional students without adversely impacting staffing, class size, instructional delivery, facility space, support services, the overall budget, and the best interests of the District. When approving Inter-District transfers, the following additional factors will be considered:

- The student's disciplinary history
- The student's attendance record
- The student's last report card from the school most recently attended
- The student's performance on the most recent state-mandated assessment instrument

The following guidelines apply to all Inter-District Transfers:

Transfers are effective for the current school year only. District approval of a transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year.

Transfers are approved for the named student only. District approval of a transfer

application creates no right or expectation that another student from the same family will be admitted as a transfer.

Transfers are conditioned on the student maintaining acceptable levels of attendance, academic achievement, and compliance with the Student Code of Conduct throughout the entire school year. Acceptable levels are defined as:

Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn the parent or the student of truancy proceedings under Education Code 25.095;

Academic achievement that results in a passing grade in all courses by the end of the semester, and no more than one grade that is below passing at the end of the six weeks; and

Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than two (2) referrals are made within any grading period for other misconduct.

Transfers are conditioned on the parent complying with and observing all District policies and reasonable District and campus procedures and requirements.

If the transfer is revoked, revocation will be effective at the end of the school year.

The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.

- The eligibility of a transfer student to participate in UIL activities shall be determined by all applicable UIL regulations.

## **TRANSFER AGREEMENT**

Once an application has been approved, the student shall not be enrolled until such time as the parent signs a transfer agreement. A transfer student and parent shall be notified in the written transfer agreement that both the student and the parent must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

### **TRANSFER APPLICATION PROCEDURES**

1. Timely application shall be submitted by the student, parent, or guardian on the appropriate forms available from the district website ([www.nacisd.org](http://www.nacisd.org)), campus or district support center.
2. Completed transfer applications must be submitted to the receiving campus (only) by the deadline indicated in these guidelines.
3. The Inter-District Transfer committee shall review each application, obtain current information, as necessary, and provide written notification of approval or denial.
4. An approved transfer shall be valid for one school year as long as the student maintains acceptable levels of attendance, academic achievement, and compliance with the Student Code of Conduct as addressed in the Transfer Guidelines above.
5. Providing false information shall result in the denial of a transfer application or revocation of an approved transfer.