

## ADMINISTRATIVE GUIDELINES – PETITIONS FOR STUDENT TRANSFERS

**Due dates - FISC employee student transfer requests will only be accepted from May 11 to June 12, 2009.**

**General public student transfer requests will only be accepted from July 13 to August 13, 2009.**

Request submitted prior to the acceptance date will be returned to requestor. General public requests for new residents moving in after August 13 and employees new to FISC hired after June 12 will be accepted and considered on an individual basis.

When reviewing petitions for student transfers, the Frisco ISD will consider each request on an individual basis; however, the guidelines below are in place to ensure consistency in our process. The transfer petitions will be considered by the Board's designee within 30 days of their receipt. If the designee denies the transfer request, the parent may file a written request of a hearing before the Board. If the parent chooses to appeal to the Board, the hearing will be held within 30 days of the written request for the hearing. All authorizations for K-8 student transfers are for a one-year period; **petitions must be submitted annually**. An approval for one year does not guarantee nor imply the approval of future transfers to the same campus or to the feeder campus.

### Priority Guidelines

1. Due to the rapid growth in the FISC, the Board's designee will generally deny requests for student intradistrict transfers to campuses projected at 90% of capacity or greater as of June 1 unless significant extenuating circumstances exist. Portable building space will not be included in calculations of percentage of capacity.
2. Generally, requests for K-8 intradistrict transfer to campuses that are projected at less than 90% of capacity will be approved for any and all reasons.
3. Petitions for intradistrict transfer during the semester will be denied based on potential disruption of the educational program at both the assigned and requested campuses.
4. Extenuating circumstances may include documented medical, psychological, or other special needs of students who seek to remain on a campus that they have attended for at least the previous year. The Board's designee will investigate the petitions submitted on these grounds by consulting with the professional staff at the requested school. If campus professionals concur that there is risk of harm to the student by reassigning him/her, the request to remain will be given priority consideration.
5. Students with a previously approved transfer may request to remain on the same campus even when that campus is projected to be more than 90% capacity, if their home zoned campus has a higher projected enrollment.
6. K-8 students rezoned by the district to a campus projected at a higher capacity than their previous home zoned campus, may request and receive a transfer to remain at their previous campus.
7. Sibling Transfers – Sibling status will not guarantee transfer approval. Requests to transfer to attend a school outside their attendance area with their sibling will be evaluated as all other requests and will not be given preference. Siblings must meet criteria for transfer eligibility.
8. Due to the diverse and specialized allocation of staffing at high school campuses, building capacities, and UIL considerations, **ALL GENERAL PUBLIC HIGH SCHOOL STUDENT TRANSFER REQUESTS WILL BE DENIED.**
9. With approval of the home campus counselor/principal, high school students may petition for transfer to a four-year campus if they are on the fast track for early graduation and required course work is not available at their home campus.

### General Clarifications

- Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.
- A student whose parent is a Frisco ISD employee may remain on a campus that he/she has attended for at least the previous year if the parent transfers or is reassigned to another campus or to a district-level position.
- For the purpose of these guidelines, full time employees, long term substitutes, and officials who serve the entire district will be allowed to have their children remain at a campus that the student has attended for at least the previous year regardless of the projected percentage of capacity if the parent maintains his/her standing with the campus and/or the district.
- A student whose parent is a full time FISC employee may attend the campus that all other students within their current Frisco campus attendance zone would attend as they transition to middle/high school.
- Buildings housed on the same campus will be considered as unified regarding the provision that employees may bring their children to the campus at which he/she works.
- Student transfers may be revoked for lack of academic progress, attendance, tardies and misconduct. FDB (local)