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# Administrative Transfer Guidelines

## In-District, Out-of-District, & Employees



## Terms/Definitions

### In-District Transfer

A transfer of a student who is a resident of Frisco ISD from the campus at which the student would be assigned based on their residence address to another campus within Frisco ISD, as such campus is assigned by Frisco ISD. In-District Transfers are governed by Frisco ISD Board Policy FDB and these guidelines.

### Out-of-District Transfers

A transfer of a student who is a non-resident of Frisco ISD from the district to which they would be assigned based on their residence address to a campus within Frisco ISD, as such campus is assigned by Frisco ISD. Out-of-District Transfers are governed by Frisco ISD Board Policy FDA and include multiple Out-of-District Transfers programs, including Access Frisco, nonresident Employee Transfers, nonresident Servicemember/Peace Officer Transfers, Legacy Transfers, and Grandparent Transfers.

### Employee Transfer

A transfer of a student who is the child of a Frisco ISD employee who is a nonresident of Frisco ISD from the district to which the student would be assigned based on their residence address to a campus within Frisco ISD, as such campus is assigned by Frisco ISD and in accordance with the workplace location of the employee parent OR a transfer of a student who is the child of a Frisco ISD employee who is a resident of Frisco ISD from the campus at which the student would be assigned based on their

residence address to another campus within Frisco ISD, as such campus is assigned by Frisco ISD and in accordance with the workplace location of the employee parent. Employee transfers are governed by Frisco ISD Board Policy FDA and these guidelines.

## General - For ALL Transfer Types

- Transfers are a privilege, not a right. Transfers may be denied or revoked at any time in accordance with District policy, these guidelines, and the written transfer agreement.
  - For In-District students, the student retains the right to attend a District school based on their residence address.
  - For Out-of-District and Employee non-resident students, the student retains the right to attend school in the district assigned based on their residence address.
- Transfer requests may be submitted once annually during the transfer request window. All transfer requests submitted outside of the annual transfer request window will be denied except as specifically provided in these guidelines for Employee Transfers, Servicemember/Peace Officer Transfers, Grandparent Transfers, and Legacy Transfers.
- Transfer requests must be submitted through the District's transfer request process and must be completed in full, including submission of any documentation requested by the District to establish eligibility for a transfer.
  - Transfer requests that are not completed in full will be denied.
  - Incomplete transfer requests which are denied may be completed in full and resubmitted if the completed request is submitted before the close of the annual transfer request window or before the applicable deadline for the relevant transfer request type.
- First-come-first-serve priority for a transfer approval will be established based on the time at which the completed transfer request is received.
- Each student requesting a transfer must meet transfer eligibility.
  - Transfer eligibility will be determined after a student receives a provisional acceptance based on the District's initial determination as to campus capacity.
  - Provisional acceptance does NOT guarantee a transfer request will be approved.
- Transfer requests submitted on behalf of siblings will be evaluated on their individual merit. Approval of a transfer request for one sibling does not guarantee approval of a transfer request for all siblings.
- Parents/guardians who submit transfer requests for more than one child may accept or reject a provisional acceptance for each student transfer individually and must submit eligibility documentation as requested by the District for each student.
- All students and parents/guardians whose transfer requests are provisionally accepted must provide all documentation requested by the District to establish transfer eligibility, meet all

transfer eligibility requirements, and enter into a written transfer agreement with the District prior to their transfer being effective. **A written transfer agreement must be signed on an annual basis for ALL transfer types.** Failure to enter into a written transfer or adhere to the terms of the written transfer agreement will result in transfer denial or revocation.

- Students or parents/guardians who violate the terms of the written transfer agreement will be subject to immediate transfer revocation and will not be eligible to apply for a transfer in subsequent years. If a grandparent revokes consent for a nonresident student to utilize the grandparent's address for a Grandparent Transfer, the student may apply for an Out-of-District transfer under Access Frisco to remain enrolled with the District but is not guaranteed to either 1) be approved for an Access Frisco transfer or 2) to remain at the campus to which they were previously admitted under a Grandparent Transfer.

## In-District Transfers

- In-District transfer requests to be admitted into grades Kindergarten through 8th grade to campuses that are projected at less than capacity, based on the District's determination as to capacity, will be granted for any and all reasons.
- In-District transfer requests to be admitted into 9th grade to campuses that are identified as Access Frisco campuses will be granted for any and all reasons starting with the 2026-27 school year.
- In-District transfer requests will be accepted and approved until the selected campus reaches capacity, based on the District's determination as to capacity. Once a selected campus has reached capacity, all transfer requests to that campus will be denied.
- All In-District transfer requests to be admitted into grades Kindergarten through 9th grade to campuses at or above capacity will be denied.
- All In-District transfer requests at the high school level for any grade other than the 9th grade will be denied.
- The residence address which qualifies a student for an In-District transfer may be verified by the District at the time the transfer request is submitted and as needed by the District to verify continued eligibility for student enrollment, including at registration and/or at any other time the District may need to verify residency.
- Once an In-District transfer has been approved, the student may remain at the assigned campus for the duration of the grade levels available at that campus provided the student remains a resident of the District, adheres to the terms of the written transfer agreement, the Student Code of Conduct, and District policy.
- When an In-District student completes all grade levels available at a campus assigned through the transfer process, the student must complete an In-District transfer request if the student

wishes to attend a higher-grade feeder pattern campus associated with the campus the student previously attended under a transfer if such feeder campus is not already associated with the student's residence address. An approved transfer to a lower-grade campus does not guarantee approval of a transfer request to the associated higher-grade feeder pattern campus.

- An In-District student who has completed at least one school year with the District but who moves within the District mid-school year or between school years, changing their zoned campus for the following school year, the resident student may apply for an In-District transfer to remain at their current campus (a Stay Put Transfer). A Stay Put Transfer request may be filed during the annual transfer window or within two (2) weeks of the residence address change. If a Stay Put Transfer is granted, the student will be permitted to continue in attendance at their previously zoned campus for the duration of the grade levels available at that campus, provided the student/guardian enter into and adhere to the terms of the written transfer agreement, the Student Code of Conduct, District policy, and these guidelines. Stay Put Transfers are not available for changes in campus assignment based on rezoning.
- An In-District student who becomes an Out-of-District student after completing grade 11 in the District will be permitted to continue in attendance at the same school for all of grade 12 without being required to submit an Out-of-District transfer application. Such Out-of-District grade 12 students will still be required to sign and abide by the terms of a written transfer agreement, the Student Code of Conduct, District Policy, and these guidelines.

## Out-of-District Transfers

### Access Frisco Transfer

- Access Frisco transfer requests to be admitted into grades Kindergarten through 9th grade may be submitted for the campuses identified by the District as open for Access Frisco transfers.
- Access Frisco transfer requests to be admitted to grades other than Kindergarten through 9th grade or to campuses not identified as open for Access Frisco will be denied.
- Access Frisco transfer requests may be submitted beginning when the annual transfer application window opens.
- Access Frisco transfer applications will be time-stamped based on the date and time of initial, completed submission.
- All Access Frisco transfer requests received by the Priority deadline will be entered into a randomized lottery pool. On the published lottery draw date, students whose Access Frisco transfer requests were submitted by the Priority lottery deadline will be selected for provisional acceptance on a random basis until the identified campus(es) reach capacity, based on the District's determination as to capacity.

- Applicants who submitted an Access Frisco transfer request prior to the Priority deadline who are not selected through the Priority lottery due to campus capacity will be placed on a transfer waitlist for the campus(es) identified on the transfer request application. Waitlisted students will be notified of a provisional acceptance as seats become available on a first-come-first serve basis based on the timestamp of their initial, completed transfer request submission.
- Access Frisco transfer requests will continue to be accepted after the Priority deadline. Applications submitted after the Priority deadline will be processed until the annual transfer window closes (the “Regular deadline”). Regular deadline transfer requests will be provisionally accepted or placed on the Waitlist based on campus capacity at the time of the transfer request submission where transfer requests submitted after the Priority deadline but before the Regular deadline will be processed solely on a first-come-first-served basis rather than by lottery.
- Access Frisco transfer requests to be admitted into grades Kindergarten through 9th grade to campuses identified as open for Access Frisco which have already reached capacity will be Waitlisted. Access Frisco transfer requests which have been Waitlisted will receive a notice of provisional acceptance or denial by no later than August 1.
- Eligibility documentation for Access Frisco must be provided by the parent/guardian on behalf of the student in a timely manner. Eligibility for an Access Frisco transfer may be verified through documentation by the District following a student’s provisional acceptance and at any time to verify a student’s continued eligibility for enrollment.
- Once an Access Frisco transfer has been approved, the student may remain at the assigned campus for the duration of the grade levels available at that campus provided the student adheres to the terms of the written transfer agreement, the Student Code of Conduct, and District policy.
- Access Frisco students who wish to remain with the District for subsequent years must submit an Access Frisco transfer request to attend the identified Access Frisco feeder school and meet all eligibility requirements of the Access Frisco program. Access Frisco students in good standing, who meet all eligibility requirements, will be considered and approved for attendance at the identified Access Frisco feeder school before applications from new Access Frisco applicants will be processed. An Access Frisco student who wishes to attend a feeder campus other than the identified Access Frisco feeder school may submit a new Access Frisco application to attend a different Access Frisco campus. If an Access Frisco student submits an application to attend a different Access Frisco campus, the student is not guaranteed approval and will not be given priority over other Access Frisco applicants. Approval of an Access Frisco transfer request in a previous year does not guarantee approval of a future Access Frisco request.

- Access Frisco students should be aware that high school transfers may prohibit a student from participating in activities that base eligibility upon established residence, including UIL and other residence-based activities.

## Access Frisco Transfer Eligibility

To be eligible for an Out-of-District Transfer, the student must meet the following criteria:

- Resident of the State of Texas at the time of transfer request submission.
- In the prior two (2) academic years and the current academic year (to date of application), the student had no more than 8 unexcused absences per year and no more than 10 unexcused late arrivals or late pick-ups to and from school.
- In the prior academic year and the current academic year (to date of application), the student's total attendance was 90% or better, including both excused and unexcused absences.
- In the prior academic year and the current academic year (to date of application), the student was not expelled and did not attend JJAEP, was not placed at DAEP and did not attend DAEP and did not exhibit persistent behavior concerns (3 or more office referrals).
- Student demonstrates appropriate academic progress, as demonstrated by passing grades in most core academic subjects and satisfactory scores on standardized assessments, if applicable. Where progress in a core academic subject or scores on a state standardized assessment are not available due to a student's age or ability, the District may request additional documentation to determine eligibility.
- Student's admission would not require the District to hire new staff, reassign existing staff, or provide specialized training to existing staff at the campus and grade level indicated in the transfer request and campus assignment.

To demonstrate eligibility for an Access Frisco transfer, documents demonstrating eligibility in all categories above must be submitted within the timeline provided by the District. Failure to timely submit documents verifying eligibility will result in a denial of the associated transfer request.

## Legacy Transfer

- A nonresident student will be eligible to apply for a Legacy Transfer if the nonresident student was a permanent resident student with a verified proof of residency on file with the District for at least one school year prior to application (Legacy Transfer student).
- An eligible Legacy Transfer student may apply to remain in the District at the campus to which they were most recently admitted for the subsequent consecutive school year by submitting a transfer application during the annual transfer window.
- If a Legacy Transfer request is approved, the Legacy Transfer student may remain at the assigned campus for the duration of the grade levels available at that campus provided the

student adheres to the terms of the written transfer agreement, the Student Code of Conduct, and District policy.

- In the event the attendance zone for the campus to which a Legacy Transfer student is assigned is amended (rezoning) following a Legacy Transfer approval, the Legacy Transfer student will also be rezoned to the campus associated with the student's most recent District residence address. The student may remain at the newly zoned campus until completion of all grade levels available at that rezoned campus, provided the student adheres to the terms of the written transfer agreement, the Student Code of Conduct, and District policy.
- If a Legacy Transfer student becomes a nonresident student after the annual transfer request window for the then-current school year has closed, the Legacy Transfer student may remain enrolled with the District for the remainder of the then-current school year and may then seek admission for the subsequent consecutive school year if a Legacy Transfer request is submitted at least 2 weeks prior to the first day of instruction for the subsequent school year and the nonresident student is otherwise eligible as a Legacy Transfer student.
- When a Legacy Transfer student completes all grade levels available at the campus assigned, the Legacy Transfer student must complete a new Legacy Transfer request to remain in the District. If approved, the student will be admitted to either the feeder campus to which the Legacy Transfer student would have matriculated based on the Legacy Transfer student's most recent District residence address. Legacy Transfer approvals for a feeder school will be subject to the eligibility criteria for Access Frisco Transfers. For Legacy Transfer students enrolled at the time of the annual transfer window, a Legacy Transfer request for a feeder school must be submitted during the annual transfer window or it will be denied.
- Legacy Transfer students should be aware that high school transfers may prohibit a student from participating in activities that base eligibility upon established residence, including UIL and other residence-based activities.

## Grandparent Transfer

- Grandparent Transfer requests to be admitted into grades Kindergarten through 9th grade may be submitted to campuses that are projected at less than capacity, based on the District determination as to capacity.
- A nonresident student who has at least one grandparent who is a resident of the District (Grandparent Transfer student) may apply for admittance to the District by 1) identifying a qualifying grandparent and his/her residence address, 2) providing sufficient documentation to verify a legal grandparent relationship exists between the student and resident grandparent, 3) providing proof of grandparent residency in two forms.
- Grandparent Transfer students may apply to be admitted into grades Kindergarten through 9 to any District campus under enrollment capacity, as determined by the District Administration.



- All Grandparent Transfer students must meet the eligibility requirements of Access Frisco transfers and the resident grandparent must provide written consent for the use of their residence address for enrollment purposes.
- Grandparent Transfer requests should be submitted during the annual transfer window, where possible, but may be submitted and considered at any time. If a Grandparent Transfer request is submitted outside of the annual transfer window, the application and supporting eligibility documents must be reviewed and student eligibility determined prior to a Grandparent Transfer approval and student admittance.
- For purposes of a Grandparent Transfer, the Grandparent Transfer student must identify a single grandparent address for residence purposes and must continue to utilize the residence address of the identified grandparent(s) for so long as the Grandparent Transfer student remains enrolled with the District.
- If the identified grandparent(s) move to another address within Frisco ISD, the Grandparent Transfer student will remain eligible for a Grandparent Transfer but must provide updated grandparent residence address information to the District.
- If the identified grandparent becomes a nonresident while a Grandparent Transfer student is enrolled with the District, a Grandparent Transfer student who has completed at least one school year with the District may apply for a nonresident transfer as a Legacy Transfer student for subsequent consecutive school years or may apply for an Access Frisco transfer during the annual transfer window.
- If a Grandparent Transfer request is approved, the Grandparent Transfer student may remain at the assigned campus for the duration of the grade levels available at that campus, provided the student adheres to the terms of the written transfer agreement, the Student Code of Conduct, and District policy. When a Grandparent Transfer student completes all grade levels available at the campus assigned, the Grandparent Transfer student must complete a new Grandparent Transfer request to remain in the District.
- Grandparent Transfer students should be aware that high school transfers may prohibit a student from participating in activities that base eligibility upon established residence, including UIL and other residence-based activities.

## **Servicemember/Peace Officer Transfer**

- Out-of-District transfer students who are the children of Servicemembers or Peace Officers (Servicemember/Peace Officer Transfers), as such terms are described by Texas Education Code §25.0344, may seek admission to District schools by filing a transfer application. Transfer applications should be submitted during the annual transfer window, where possible, but may be submitted and considered at any time. As per Employee Transfers, Servicemember/Peace Officer Transfer requests may be made for admission to grade levels K to 12.



- Servicemember/Peace Officer Transfers shall be assigned to a campus by the Superintendent or designee and are not guaranteed admission to a particular school within the District, except as required by statute if the transfer is under an interlocal agreement as described in Section 25.035 of the Texas Education Code.
- If a Servicemember/Peace Officer Transfer request is approved, the Servicemember/Peace Officer Transfer student may remain at the assigned campus for the duration of the grade levels available at that campus, provided the student adheres to the terms of the written transfer agreement, the Student Code of Conduct, and District policy. When a Servicemember/Peace Officer Transfer student completes all grade levels available at the campus assigned, the Servicemember/Peace Officer Transfer student must complete a new transfer application to remain in the District and, if such application is approved, the Servicemember/Peace Officer Transfer student will be assigned to a campus by the Superintendent or designee and is not guaranteed admission to a particular feeder school within the District.
- Servicemembers or Peace Officers parents/guardians should be aware that high school transfers may prohibit their student from participating in activities that base eligibility upon established residence, including UIL and other residence-based activities.

## Employee Transfers

- Employee transfer requests for existing employees must be submitted during the annual transfer request window. Employees must be in good standing with the District at the time the transfer request is submitted or the request will be denied.
- Employees who are hired after the annual transfer request window or whose workplace is reassigned after the annual transfer request window may submit a transfer request for their student at the time of hire or at the time of the workplace reassignment.
- Employee transfer requests to campuses that are projected at less than capacity, based on the District determination as to capacity and in accordance with the employee's workplace will be granted.
- A resident employee who wishes to request their child attend a District campus other than at a school associated with the employee's workplace campus feeder pattern must submit a transfer request during the transfer request window and in accordance with the guidelines described above for In-District transfer requests. Employee transfer requests outside of the employee's workplace campus feeder pattern are not guaranteed.
- Employees who separate from employment with the District will lose their option to an Employee transfer of their student. Any such student transfer may be revoked upon the employee's separation of employment.
- Once an Employee transfer has been approved, the student may remain at the assigned campus for the duration of the grade levels available at that campus provided the employee remains

employed by the District, the student and parents/guardians adhere to the terms of the written transfer agreement, the Student Code of Conduct, and District policy.

- Employees should be aware that high school transfers may prohibit their student from participating in activities that base eligibility upon established residence, including UIL and other residence-based activities.
- Employees are allowed one “first opportunity” transfer for UIL varsity eligibility for their student at the high school level. This policy ensures compliance with UIL rules and maintains consistency across the district. The “first opportunity” to transfer a student for UIL purposes occurs under one of the following circumstances: 1) the student is enrolled under an Employee Transfer when the parent is first employed within the high school's feeder pattern or 2) the student first becomes eligible to enroll under an Employee Transfer as a freshman at the high school. If an employee is a resident of the District and their child attends a feeder pattern associated with the employee's work assignment location rather than the employee's residence address, the student will lose varsity eligibility if the student returns to their residence zoned campus rather than attending the high school associated with the feeder pattern of their parent-employee's work assignment location.

## Transportation

- Parents/guardians whose In-District transfer requests are approved, including Stay Put In-District Transfers, will be responsible for providing transportation to and from the campus unless a student's individualized education plan (IEP) includes special transportation.
- Parents/guardians whose Out-of-District (including Access Frisco, Legacy Transfers, Grandparent Transfers, Servicemember/Peace Officer Transfers, or non-resident Employee Transfers) request is approved will be responsible for providing transportation to and from the campus. Frisco ISD will NOT provide specialized transportation as a related service under an IEP or provide transportation as a related service under a Section 504 plan for Out-of-District and nonresident Employee students because such specialized transportation as a related service is available in the student's home district. Out-of-District transfers and Employee transfers are a privilege, not a right.
- Transfer students must be delivered and picked up from their assigned campus and/or activities on time. Requesting and accepting a transfer constitutes a parent/guardian's assurance that safe and timely transportation will be provided to and from the approved campus. A transfer may be revoked if the parent/guardian does not provide safe and timely transportation.

# UIL and Other Residence-Based Eligibility

- Transfer students are subject to the University Interscholastic League (UIL) rules and local District guidelines for extracurricular participation and other residency-based activities.
- A student may not transfer to a different school for the primary purpose of participation in extracurricular activities.
- Detailed eligibility guidelines are available through the relevant activity or UIL and should be investigated fully by the parent/guardian.
- A student who participates in extracurricular activities must clearly indicate the intent to participate and the history of schools attended to assist in the determination of eligibility.
- In most cases, non-resident transfer students in grades 9-12 can expect to be ineligible to participate in varsity-level competitive athletics for a period of at least one year from the first date of attending a new campus.

## Revocation

- Transfers may be revoked at any time if the student or parent violates the terms of the written transfer agreement, the Student Code of Conduct, or District policy.
- If a student's data indicates the student may lose eligibility for a transfer mid-year due to repeated behavior concerns, lack of academic progress, or attendance issues, the campus may provide notice to the parent of the possible loss of transfer eligibility. If the behavior, academic, and/or attendance concerns do not adequately improve in a timely manner, the transfer may be revoked mid-academic year or revoked effective at the end of the then-academic year, at the discretion of the campus principal.
- A transfer of any kind may be revoked immediately, without prior notice from the campus principal, in the event of a serious behavior incident or incident involving the student or their parent that jeopardizes the safety of the campus or District.
- An Employee transfer may be revoked immediately upon the employee's separation of employment.
- If a transfer is revoked either mid-academic year or at the end of an academic year, the student will be ineligible for a transfer in future academic years.
- Transfer revocations will be provided in writing.

## Appeals

Transfer approval, denial, or revocation decisions, and campus assignment decisions are not appealable. Any appeal regarding other transfer-related concerns shall be made in accordance with

FNG(LOCAL) or GF(LOCAL), as appropriate. Students must attend the campus or district assigned based on their residence address during the pendency of any such appeal.