



# Intradistrict Student Transfers

The parent or person standing in parental relation to any student may request, by petition in writing, the assignment of a student to a campus other than the home campus in the attendance zone in which the student resides. An INTRADISTRICT TRANSFER APPLICATION may be obtained from the Katy ISD website, [www.katyisd.org](http://www.katyisd.org), at any campus within the District, or from the Office of the Executive Director for Campus Administrative Support located in the Katy ISD Educational Support Complex. Only one transfer may be granted in any given school year. The application must be submitted to the Office of the Executive Director for Campus Administrative Support within the designated timeframes.

**APPLICATION FEE:** A non-refundable application fee of \$35.00 (\$10.00 for District employees) is required for processing each application. The fee is due at the time the application is submitted. Cash or money order will be accepted. Applications will not be processed until cash or money order has been received. Money orders should be made payable to Katy ISD. The application fee is a processing fee only and does not alter the District's Intradistrict Transfer policy in any way.

**OPEN/CLOSED CAMPUS POLICY:** Each July, the Board shall approve which campuses will be open or closed for transfers. If a campus becomes designated as a closed campus for transfers, student submitting a renewal application will be allowed to continue at campus under provisions allowed by this policy.

**BONA FIDE RESIDENCE:** A student's bona fide residence shall be defined as the domicile which is the student's fixed, permanent, and principal housing for legal purposes. A student does not establish a bona fide residence by living in the District or a particular attendance zone for only a portion of the week or only on school days unless this arrangement is specified in a divorce decree or other court order.

## Reasons for Approval of Application

The following are acceptable reasons for granting approval of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):

### **CHANGE OF RESIDENCE:**

#### **High School**

- Remain at current school until the end of the current school year
- Request one-time option to finish at current school (except when attendance zones are redrawn)

#### **Elementary/Junior High**

- Remain at current school until the end of the current school year

#### **Other Acceptable Reasons**

- A district employee may transfer his/her child(ren) to the school closest to his/her worksite.
- The school closest to his/her worksite is determined by the Executive Director for Campus Administrative Support.
- A district employee, with an approved transfer, whose job location changes due to reassignment, may elect a one-time option to leave his/her child(ren) at the current campus.
- A request made for a transfer to allow a sibling (other than one in a centrally-located District program) to attend the same school that another sibling currently attends. Once approved, parents may elect to use a one-time option to allow siblings to complete their education at that campus.
- Serious medical/mental/psychological health conditions are approved reasons for an intradistrict transfer if documented by appropriate medical personnel and if there is documentation that student's identified needs cannot be met at the home campus. Students requesting a transfer under this provision may need to be referred for an appropriate special education evaluation as dictated by federal law (transfer decisions will be delayed until legal requirements are met).
- A student may receive an intradistrict transfer if he/she is the victim of a documented physical assault and if the student committing the assault is at the victim's home campus.
- When documented and unresolved student conflicts exist that cannot be addressed at the home campus, an intradistrict transfer may be approved.

### **Effective Length of Approved Transfers/Renewals**

An approved intradistrict transfer request remains in effect until the reason for the initial request no longer exists. Upon completion of the student's education at one campus level, a new transfer application will need to be completed but there should be no expectation that a transfer will be accepted to a junior high or high school in the same feeder pattern.

Once a transfer or renewal application is approved, the student is to remain at the campus assigned for the remainder of the semester or school year unless the transfer is revoked by the receiving campus.

A renewal application must be submitted annually between March 1 and June 1 in order to maintain approved transfer status.

### Reasons for Denial

The following are reasons for denial of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):

- Overcrowded condition at receiving campus or requires employment of additional staff
- Record of poor attendance, late arrivals, late pick ups, and/or disciplinary infractions at home campus
- For the purpose of participating in an extra-curricular activity at receiving campus
- Previous transfer already granted for the current school year
- Falsification of information
- Failure to meet deadlines
- Failure to meet district criteria for an intradistrict transfer

### Reasons for Revocation

The following are reasons for revocation of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):

- Repeated failure to abide by the rules specified in the Discipline Management Plan and Student Code of Conduct or committing a disciplinary infraction that mandates removal to DAEP or JJAEP
- Documented pattern of late arrivals, late pick ups, and/or poor attendance
- Falsification of records will result in revocation of transfer and possible legal action for tampering with government records.

### Transportation/UII

Katy ISD shall not provide transportation for approved transfers. Transportation will be the responsibility of the parents. High school students are not guaranteed parking privileges.

Participation in UIL activities shall be in accordance with all applicable UIL regulations and Board Policy FMF (LOCAL). Varsity athletic participation is based on UIL residency requirements during grades 8-12. Parents/Guardians should contact the

Executive Director for Athletics to verify if a student will be eligible for UIL participation at a new campus or if transferring will result in the forfeiture of varsity eligibility for a year. The UIL residency rule only applies to athletics.

### Appeals Process

#### DISTRICT TRANSFER COMMITTEE

If the transfer is denied, the parent or person standing in parental relation to the student may appeal the decision to a District Transfer Committee. Within three (3) business days of receiving notification, an appeal must be submitted in writing to the Executive Director for Campus Administrative Support at the Katy ISD Education Support Complex.

The District Transfer Committee will be composed of three (3) central administrators. At the time of the request for appeal, the parent should also submit any additional written information that may assist the appeal committee.

The members of this committee will hear the appeal, review the written application, and render a ruling on the transfer request within three (3) business days of the hearing. The parent or person standing in parental relation to the student will receive written and/or verbal notification of the committee's decision.

#### BOARD APPEAL

If the transfer is denied, the individual initiating the written petition may appeal the District Transfer Committee's decision to the Board of Trustees by submitting a written request to the Superintendent within three (3) business days after notification of the transfer decision. The parent or person standing in parental relation to the student will be notified of the time and place for the transfer appeal which shall be held within 30 days after the receipt of the written petition for transfer is submitted. While the Board will make its decision based upon the information contained in the written application, the petitioner will be given **ten minutes** to make a verbal statement to the Board regarding the transfer application.

The decision of the Board is final, unless the student, the parent, or the person standing in parent relation to the student files an objection to the decision as constituting a denial of any right of the student guaranteed under the US Constitution. If such objection is filed, the Board may reconsider its decision before the 16<sup>th</sup> day after the date of the filing; if the Board does not act on the objection within that time, the objection is considered overruled.