



## **DISTRICT STUDENT TRANSFERS**

A parent or person standing in parental relation to a student may request the assignment of a student to a campus other than the campus to which the student's residence is zoned (home campus). Transfers may be submitted for students entering kindergarten through grade 12. A district student transfer application may be submitted via [katyisd.org](http://katyisd.org). Applications must be submitted within designated timeframes posted on the webpage. Approvals are per school year; renewal applications must be submitted annually.

**Application Fee:** A **non-refundable** application fee of \$35.00 (\$10.00 for district employees) is required for processing each application. Transfer applications will not be processed until the fee has been paid and all required documents received. A transfer application may automatically cancel out of the system for failure to pay after a lapse of 30 days. The application fee is a processing fee only and does not alter the district's transfer policy.

Pay in person: payments may be made to the campus or Educational Support Complex (ESC) with exact cash or money order made payable to Katy ISD. **Checks are not accepted.**

Pay online via **Pay N' Go**: The student transfer fee will appear 1-2 business days after application submission.

**Open/Closed Campus Policy:** The Board of Trustees annually approves which campuses will be closed for transfers. Renewal applications may be approved to a closed campus under provisions allowed by the district's student transfer policy.

**Participation in UIL:** Parents/Guardians should contact the Katy ISD Athletic Department at **281-396-7781** 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. Participation will be in accordance with all applicable UIL regulations and Board Policy FMF (LOCAL). Varsity athletic participation is based on UIL residency requirements for grades 8-12. The UIL residency rule applies to athletics only.

**Length of Approved Transfers:** Approvals are per school year; renewal applications must be submitted annually. Renewal applications are approvable only if the initial reason for the request still exists. Upon completion of the student's education at one campus level, a new transfer application will need to be completed. There should be no expectation that a transfer will be accepted to a junior high or high school in the same feeder pattern. Exception: KISD full-time employees may request a transfer to continue within the feeder pattern of the school to which the child was transferred.

Failure to enroll a student at the approved transfer-to campus by the first day of the second week after transfer approval could result in an automatic transfer revocation.

**Inter District Student Transfers** – Students must reside within Katy ISD residential district within sixty (60) days of enrollment unless the dependent of a district employee.

**Intra District Student Transfers** – Student resides within Katy ISD residential district.

**District student transfers will not override an Attendance Boundary Modification approved by the Board of Trustees.**

## REASONS FOR APPROVAL

**Approvals are per school year; renewal applications must be submitted annually.**

The following are acceptable reasons for a student transfer in accordance with Board Policy FDB (LOCAL):  
(Meeting criteria does not guarantee an approved transfer)

### Change of Residence:

No transfers are required for students who move after the first day of the last grading period in a school year.

### **High School**

- Remain at current campus until the end of the current semester/school year
- Request annually to remain at current campus except when attendance boundaries are modified (for in-district students only)
- Milestone years (for in-district students only): incoming 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade if student attended requested campus the prior year(s)

### **Elementary/Junior High**

- Remain at current campus until the end of the current school year for a student who moves within Katy ISD
- Remain at current campus until the end of the current semester for a student who moves outside of Katy ISD boundaries
- Milestone years (for in-district students only):
  - Junior High – incoming 8<sup>th</sup> grade if student attended requested campus for 6<sup>th</sup> & 7<sup>th</sup> grades
  - Elementary – incoming 5<sup>th</sup> grade if student attended requested campus for 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> grades

### Other Acceptable Reasons:

- A district employee may request a transfer for his/her child(ren) to the school closest to his/her worksite. The school closest to his/her worksite is determined by the Campus Administrative Support Department
- A district employee, with an approved transfer, whose job location changes due to reassignment, may elect to leave his/her child(ren) at the current campus
- Intended residency transfers require supporting documentation. Transfers are not required for students who will be residing in their new residence prior to September 1st
- A sibling may request to attend the same campus that another sibling (other than one in a centrally-located district program) currently attends
- Serious medical/mental/psychological health conditions are reasons for a district transfer if documented by appropriate licensed medical personnel, and if there is documentation that the student's identified needs cannot be met at the home campus
- A student is the victim of a documented physical assault, and the student committing the assault is at the victim's home campus – qualifying documentation required
- A student is the victim of documented bullying - qualifying documentation required
- A student wishes to attend the MCHS JROTC Program
- Documented unresolved conflicts exist that cannot be addressed at the home campus - qualifying documentation required

## REASONS FOR DENIAL

Reasons for denying a transfer include, but are not limited to, the following in accordance with Board Policy FDB (LOCAL):

- Overcrowded condition at receiving campus or requires employment of additional staff
- Record of poor attendance, late arrivals, early and/or pick-ups, and/or disciplinary infractions
- 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 a transfer
- Board-approved closed campus due to enrollment
- Student is not currently enrolled and attending the home campus
- Previous assignment to a Discipline Alternative Education Program (DAEP) or expulsion to Juvenile Justice Alternative Education Program (JJAEP)
- Any felony or misdemeanor criminal conviction
- Revocation of a previous transfer

### REASONS FOR REVOCATION

The following are some reasons for revocation of a student 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 the student commits a disciplinary infraction that results in a removal to a DAEP or JJAEP
- Documented pattern of late arrivals, early and/or late pick-ups, and/or poor attendance
- Falsification of information
- Failure to provide documentation of occupancy of a residence when a temporary transfer is granted based on an intended residence
- Continued enrollment at the campus would result in a fiscal burden to the district requiring additional staff and/or facility space to provide services to the student

### PARENT ACKNOWLEDGMENT AND AGREEMENT

A parent submitting a transfer application for a student is now required to acknowledge and agree to the following terms:

1. Transfers **do not and will not** override a Board-approved Attendance Boundary Modification
2. The transfer fee is **non-refundable**
3. Transportation must be provided by the parent or guardian of a student on an approved transfer. High school students are not guaranteed parking privileges
4. The transfer, once approved, shall remain in effect as long as the original reason for the transfer exists, and as long as the student remains in the same campus level (i.e. elementary, junior high, or high school); however, the transfer must be renewed annually
5. Students are allowed only one approved transfer per school year
6. Failure to enroll your student into the approved transfer-to school by the first day of the second week of transfer approval could result in transfer revocation
7. Transfer students must abide by the Discipline Management Plan and Student Code of Conduct. The principal may revoke the transfer for serious or persistent misconduct, or shall revoke the transfer for any offense resulting in DAEP or JJAEP placement
8. A transfer may be revoked for a documented pattern of late arrivals, late pick-ups, and/or poor attendance. A transfer may also be revoked if the student's continued enrollment at the campus requires additional staff and/or facility space
9. Any falsification of information shall cause this application for transfer to be denied and/or revoked. In addition, falsification of documents or records is a criminal offense and subject to fines under Section 37.10 Penal Code
10. Approval of a transfer does not guarantee UIL varsity athletic eligibility

While a transfer decision is not appealable, a parent who resides within the district may address a concern informally and may exercise the right to complain under the procedures outlined in Board policy FNG (LOCAL)