

DISTRICT STUDENT TRANSFERS

Students are assigned to a school in the attendance area in which he or she resides. A parent or guardian 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. Applications must be submitted within designated timeframes posted on the webpage. Approvals are per school year; renewal applications must be submitted annually.

District student transfers will not override an Attendance Boundary Modification approved by the Board of Trustees. Attendance Boundary Modifications address the district's fast growth and student and staff capacity at schools. Balancing school enrollment across campuses is essential to ensuring that every student has access to safe and engaging learning environments.

A transfer will not be granted to another campus because of friendships. Conversely, dislike for a teacher, principal, staff member, or other students shall not be considered valid reasons for a transfer.

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 24-48 hours after application submission.

Open/Closed Campus Policy: The Board of Trustees annually approve 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 **281-396-7780** 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.

BOARD APPROVED TRANSFER REASONS

Approvals are per school year; renewal applications must be submitted annually. Submitting an application does not guarantee approval. There are several factors in determining whether or not a student transfer request is approved.

The following are acceptable reasons for a student transfer in accordance with Board Policy FDB (LOCAL):

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
- Milestone years: incoming 10th, 11th, 12th grade if student attended requested campus the prior year(s)

Elementary/Junior High

- Remain at current campus until the end of the current semester/school year
- Milestone years:
 - Junior High – incoming 8th grade if student attended requested campus for 6th & 7th grades
 - Elementary – incoming 5th grade if student attended requested campus for 2nd, 3rd & 4th grades

A student who moves outside Katy ISD residential district may be allowed to finish the current semester.

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 student conflict exists even after home campus and parents have **exhausted all resources and efforts** to address concerns - **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 mandates 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 until the end of the current school year as long as the student remains in good standing and must be renewed annually
5. Students are allowed only one transfer request 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. An application for a waiver of the UIL Parent Residence Rule may be required. Contact KISD Athletic Department for more details.

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)