

**Authority**

The Superintendent or designee is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

**Exceptions to Age and Residence Requirements**

In general, students are enrolled in District schools and programs only if they meet the age and residence requirements as defined by state law. However, the following exceptions are allowed:

1. An underage transfer student who has been attending public kindergarten in another state.
2. A student who moves out of the District during the school year and is permitted to remain in his or her former school under continuing enrollment guidelines [see FDB(LOCAL)], except that the student may be granted permission to complete the current grading period.
3. A student who will be eligible to graduate in the school year following his or her move out of the District and is approved for continued enrollment for his or her senior year. [See FDB (LOCAL)]
4. A student whose family is in the process of moving into the District.
5. A student is admitted to one of the District's [specialized magnet](#) schools.
6. A student admitted by a service member or peace officer, as provided by law.
7. An out-of-district student admitted via the District's open enrollment guidelines at a school deemed to have instructional, building, and program capacity.
8. A student whose biological parent or legal guardian is a District employee shall be eligible to attend the employee's campus of employment or a campus within the District-approved campus grouping. A student approved for a child of an employee transfer must maintain acceptable attendance and discipline. A student who fails to maintain an acceptable record may be subject to revocation of the transfer at the end of the term by the campus principal. Transportation is the responsibility of the family. District-approved UIL guidelines govern.

**Transfer Agreements** A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

~~A student approved for any transfer must maintain acceptable attendance and discipline.~~ In approving transfers, the Superintendent shall consider the availability of space, instructional staff, and the student's disciplinary history, attendance records, and academic performance.

A student who fails to maintain an acceptable record may be subject to revocation of the transfer at the end of the school year by the campus principal.

**Transportation** Transportation is the responsibility of the family.

**UIL Guidelines** District-approved UIL guidelines govern all student transfers.

**Appeals** Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.