January 9, 2020

TO: Principals
FROM: Jorge Flores, Coordinator, Student Transfers
Keisha Crowder-Davis, Executive Director, Centralized Enrollment & Magnet Programs-Office of Transformation & Innovation

SUBJECT: Schools Not Open for Transfers for 2020-2021 & District Admission Policy

School Leadership has provided a list of schools that are at their maximum capacity and will not be open for student transfer permissions for the 2020-2021 school year. See the list below. School Leadership will inform the transfer office and the schools, if additional campuses will be added to the list.

<table>
<thead>
<tr>
<th>Campuses Closed to Transfers for 2020-2021</th>
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<tbody>
<tr>
<td>High Schools</td>
</tr>
<tr>
<td>Woodrow Wilson</td>
</tr>
<tr>
<td>Bryan Adams</td>
</tr>
<tr>
<td>Seagoville</td>
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<tr>
<td>Adamson</td>
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FD (LEGAL), FD (LOCAL), and FD (REGULATION), state the district's admission policy for students. A student cannot be denied enrollment to their zoned neighborhood school, if they provide verified proof of residence like a utility bill or standardized lease agreement in the enrolling parents name or in the name of the person with who they are temporarily residing. Other required documentation for enrollment is a copy of the student’s birth certificate or other document suitable as proof of the child’s identity, the student records from the most recently attended school, records showing the student has the required immunizations or verified exemptions, and a government issued identification of the enrolling parent or guardian. When accepting a child for enrollment, the campus shall inform the parent or guardian enrolling the child that presenting a false document or false records in connection with enrollment is an offense under Penal Code 37.10 and that they may be liable for other consequences under the Texas Education Code 25.

For more information, contact Jorge Flores at (972)749-5702 or JorFlores@dallasisd.org

Approved:

Brian Lusk, Ed.D.
Chief of Strategic Initiatives

Stephanie S. Elizalde, Ed.D.
Chief of School Leadership
AUTHORITY

The Board delegates to the Superintendent of Schools the authority to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, or national origin, ethnicity, gender, sexual orientation, genetic information, gender identity, or gender expression, or any other basis prohibited by law that adversely affects the student.

FACTORS

Transfer approval shall take into consideration availability of space and instructional staff, academic records, the student's disciplinary history, and attendance records.

Annually, the Chief of School Leadership shall identify schools at maximum capacity and close transfers at those schools until space becomes available. A new application for transfer must be filed each time a student requests to move to a different campus. Once a transfer is approved at a specific campus, the student may remain at that campus for the duration of the grades accommodated at the campus provided the student adheres to the terms of the written transfer agreement and this policy.

ASSIGNMENTS

The provisions of FDB(LEGAL) pertaining to intradistrict student transfer and classroom assignment are not applicable to a nonresident student whose application for interdistrict transfer to a District school has been approved, except where such applicability is required by federal or state law.

TRANSFER AGREEMENTS AND REVOCATIONS

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Campus administrators shall review academic, attendance, and discipline records each year to determine whether a student shall be allowed to remain at the campus the following year. A transfer may not be revoked during the school year for which the transfer is approved.

With proper documentation, the transfer may be revoked at the end of the school year due to poor academic performance, low attendance, and/or misbehavior. If there is a concern that would justify a revocation for the following year, the administration shall notify the parent/guardian to allow the student time to correct the situation. The parent/guardian shall be officially notified if the situation has not been rectified and the transfer is being revoked. A transfer may also be revoked if an anticipated influx of students from within the attendance zone will create overcrowding of the campus. Notification of revocation situations shall be made during April.

For auditing purposes, the transfer agreement shall be filed and maintained as part of the student's permanent school record.
TUITION FREE

Except for the District’s prekindergarten tuition program, nonresident students shall be eligible to attend District schools on a tuition-free basis.

LAST AMENDED OR ADOPTION DATE

This policy was last adopted or amended on June 22, 2017.
GENERAL CAMPUS TRANSFERS

In order to meet the diverse needs of District parents and students and to facilitate the orderly transition of students within the District, students in kindergarten-grade 12 may request a transfer to a campus outside of their attendance zone, provided space is available and a transfer application is completed and approved. For more information, and to complete an application for a general campus transfer, please go to the District student transfer webpage.

APPROVAL AND APPEALS PROCESS

In approving transfers, the campus will consider availability of space and instructional staff, the student’s grades, the student’s disciplinary history, and attendance records.

Annually, the chief of school leadership will identify schools at maximum capacity and close transfers at those schools until space becomes available.

The following will apply to transfers:

1. Transfer requests begin by submitting an electronic application to the receiving principal where a transfer is sought.

2. The receiving school principal will review the application and make a decision to accept or deny the transfer.

3. The completed application will be electronically forwarded to the Student Transfer Office for final approval.

4. If the transfer is not approved, the student will need to enroll at his or her home school. A parent may choose to appeal the decision to the Student Transfer Appeals Committee. A parent dissatisfied with the decision of the Student Transfer Appeals Committee must file an appeal of the decision to the Board of Trustees within ten school business days of the decision. The appeal must be filed on the appeal form provided by the Student Transfer Office and be delivered to the Office of Board Services to be placed on the next regularly scheduled Board meeting for hearing. The decision of the Board of Trustees is final.

5. A general campus transfer application is only available to students currently enrolled in the District and must be submitted on or before the deadline in the spring semester in order to be effective the next school year.

TRANSFER CONDITIONS AND EXPECTATIONS

If the transfer is approved, the student is expected to follow school rules, attend school regularly, maintain passing grades, uphold appropriate behavior, and participate in school activities when possible. Parents are expected to assist their children in their academic efforts, support good behavior, ensure their children are on time
and ready for school each day, and be supportive of the school’s goals and objectives as stated in the Campus Improvement Plan. Failure to meet any of these expectations may result in a transfer being revoked for the following year.

Upon acceptance, the student may remain at the transfer school up to its highest-grade level. Demographic changes, such as boundaries and increases or decreases in zoned student population, may affect the number of general campus transfers approved each year. Transfer students will be reviewed every spring semester to determine whether the transfer is in risk of being revoked. If the transfer is revoked, parents will be notified, and the student will need to enroll at his or her home campus for the following school year. [See FDA(LOCAL)]

In addition, demographic changes, such as boundaries or increases in zoned student population, may affect a school and cause a revocation or reduction of transfer permissions.

**STUDENTS REPRESENTING HOMESCHOOL AT UIL COMPETITIONS**

General campus transfer students are not eligible to participate in extracurricular activities at their home school. The transfer school may offer some or none of the extracurricular activity opportunities offered at the home school.

**UIL ELIGIBILITY**

Athletes who have begun eligibility in one school and who move to another attendance area may elect to complete eligibility in the school of origin provided that an intra-district school transfer is properly executed through the Student Transfer Office.

Student eligibility for UIL activities is governed by the student’s residence or that of the parents. This rule includes all activities, such as athletics, band, drama, and the like.

Students on a transfer will be eligible for any academic competition and will become eligible for athletic competition after one year of enrollment. [See FDB(EXHIBIT)]

**TRANSFER OF STUDENTS WHO MOVE DURING THE TERM**

Students who move during the term may remain in the school where they are enrolled until the completion of the semester in which the move occurs. If the student wishes to remain in the school after the completion of the semester, he or she must apply for a transfer. **The eligibility of a general campus transfer student is unaffected by the student’s change in residence provided the student continues to reside within District boundaries.**
# REVOCATION OF STUDENT TRANSFER

**REVOCATION FOR SCHOOL YEAR 20 ____ - 20____**

This form should be utilized by principal revoking a student's transfer permission. Notification to parent shall be documented with this revocation. Student with revoked permission shall return to their home school or may apply to another campus.

**STEP 1:** Complete ALL parts in section 1 and submit to the Executive Director for approval & signature by May 1st.

**STEP 2:** Forward form to the student transfer office at studenttransfer@dallasisd.org by June 30th.

## SECTION 1

<table>
<thead>
<tr>
<th>STUDENT NAME (LAST, FIRST, MIDDLE)</th>
<th>STUDENT ID NO.</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEPHONE NO.</td>
<td>CIRCLE ONE</td>
<td>DATE OF BIRTH</td>
</tr>
<tr>
<td>TRANSFER SCHOOL</td>
<td>MALE</td>
<td>HOME SCHOOL</td>
</tr>
<tr>
<td></td>
<td>FEMALE</td>
<td></td>
</tr>
</tbody>
</table>

Parent notified of revocation on date(s):

Parent notified by: (check all that apply) ______ parent conference, ______ phone, or ______ letter

**REASON FOR REVOCATION:**

- [ ] Academics: poor academic performance

Give specific details:

- [ ] Conduct: misbehavior

Give specific details:

- [ ] Attendance: low attendance or excessive tardiness

Give specific details:

- [ ] Campus at Capacity

  - [ ] Immediate Revocation: cause for immediate revocation

  Give specific details:

<table>
<thead>
<tr>
<th>PRINCIPAL NAME-PRINTED:</th>
<th>PRINCIPAL SIGNATURE</th>
<th>DATE:</th>
</tr>
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<table>
<thead>
<tr>
<th>EXECUTIVE DIRECTOR DECISION:</th>
<th>APPROVED</th>
<th>NOT APPROVED</th>
<th>EXECUTIVE DIRECTOR SIGNATURE</th>
<th>DATE:</th>
</tr>
</thead>
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(Exceptions to Deadlines on Case by Case Basis)