

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(REGULATION)

**Continued
Enrollment Transfer**

A parent/guardian may apply to the principal for a continued enrollment transfer to allow the student to remain at the campus where the student currently attends, if:

1. The family of a currently enrolled student moves to another attendance zone within our District during the school year or over the summer.
2. An extenuating circumstance is determined by the Superintendent in advance. Extenuating circumstances shall be defined as scenarios that impacted or have the potential to impact families across a campus or our District and will not be localized to individuals. Applications for a continued enrollment transfer under this circumstance are subject to the provision of any applicable documentation.

The application should be submitted to the campus prior to the move. The parent/guardian shall provide the campus with their updated proof of residency prior to the application being processed. Once the campus principal approves or disapproves the application, it will be processed through the office of Pupil Personnel Services and returned to the campus.

An approved continued enrollment transfer allows the student to complete the education at the current school through the duration of the school's level provided the student's residence remains within the District. The parent/guardian will not need to reapply in the subsequent school year(s) for the grade(s) housed on the campus where the student has been approved for enrollment under the continued enrollment transfer.

**Advanced
Enrollment Transfer**

A student whose family is in the process of moving into another attendance zone within the District either prior to the start of the school year or during the current school year may apply for an advanced enrollment transfer to attend the school based on the new residence.

All applications are processed through the Office of Pupil Personnel Services. The parent/guardian must supply the following documents at the scheduled meeting:

1. If the advanced enrollment is for the purchase of an existing home or a home being built, a contract that has been signed by both the buyer and builder/seller indicating the expected closing or completion date. The date for the closing or completion must occur within the current school year.

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2. If the sales contract or purchase agreement does not indicate a closing date, a letter on the builder's letterhead is signed by the builder indicating the date for closing or completion.
3. If it is for a lease on an apartment or home, a signed lease agreement by both the apartment manager or homeowner and renter indicates the date of occupancy.
4. Current proof of residency (i.e., water or electric bill if home is owned or a current lease if renting).

The above-requested documents must be provided prior to the application being processed. Only one advanced enrollment may be completed for a school year. An approved advanced enrollment transfer is only good for one school year.

**Employee-Child
Transfer**

"Children," as used in the employee-child transfer section, shall be defined as children who are an employee's biological children, legally adopted children, stepchildren by marriage, or children placed in foster care by a state agency as defined under TEC Ch. 25.

Full-time and part-time District employees residing within the District may apply for a transfer/enrollment for their children to attend any campus within the District, in accordance with the following:

1. The employee-child application shall be submitted online, which will go to the campus principal of the requested school for approval or disapproval and then to the office of Pupil Personnel Services for final approval or disapproval.
2. Approval of the transfer shall not alter the applicable ratio established by the Superintendent, if any.
3. A campus that has been capped to new residents shall also be capped to children of full-time and part-time District employees.

All online applications are processed through the Office of Pupil Personnel Services. Prior to submitting an application, the employee/parent must be cleared through the Human Resources Department and have received an employee ID number. The employee/parent may submit an online application to request their children be transferred to another school within the District other than the school serving their residence. Seat availability is subject to projected enrollment, core and classroom capacity, District and state-mandated staffing ratios, the growth rate for each school, and other critical factors that may arise. Enrollment priority is given to

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residents of the school attendance area. The employee/parent must receive a confirmation email notification of being granted a seat prior to any enrollment occurring at the requested campus.

The principal of the requested school may request documents prior to the online application being processed. The principal may review the student's records and may approve or disapprove the employee-child transfer based on the student's grades, attendance, and/or behavior.

An employee/parent may submit only one employee-child transfer application per child per school year. Each application submitted will be notated with the date and time the application was electronically received. All applications submitted will be processed by campus on a first-come, first-serve basis. Each application for siblings/family members will be considered individually based on seat availability.

An employee-child transfer is available for students who qualify to receive special education services. The Special Education Department will be consulted when considering applications to ensure the school requested can provide specialized services contained in the student's Individual Education Plan (IEP). The receiving campus must have the capacity to deliver the student's IEP.

All granted applications for the next school year must be accepted by the employee/parent on or before the last Friday in July prior to the upcoming school year or within 14 calendar days from the date of the email notification granting the seat within the current school year. An employee-child transfer becomes void if the attempted enrollment falls outside of this established timeline.

Any granted employee-child transfer will be automatically terminated upon withdrawal from the granted school requested, if:

- The employee/parent declines the seat.
- The employee/parent's child is enrolled in another school (regardless of the school being a charter, private, outside or within the District).

Requested exceptions to an automatic termination are individually reviewed by the Office of Pupil Personnel Services and require Superintendent approval.

The employee/parent will not need to reapply in the subsequent school year(s) for the grade(s) housed on the campus where the children have been approved for enrollment under the employee-

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child transfer. However, if the student is moving from elementary school to middle school or middle school to high school, a new employee-child transfer application is required.

Children of a full-time or part-time employee whose employment is either terminated, resigned from, or retired from after the start of the school year, may request an Employee-Child Transfer Continued Enrollment for the children to remain at the current campus through the remainder of the current school year.

**School Choice
Transfer**

Parents/guardians may submit an application to request their children be transferred to another school within the District other than the school serving their residence. Seat availability is subject to projected enrollment, core and classroom capacity, District and state-mandated staffing ratios, the growth rate for each school, and other critical factors that may arise. Enrollment priority is given to residents of the school attendance area.

For current North East ISD students, School Choice online applications will be available for submission beginning at 7:20 a.m. on the first school business day of December and ends at the close of school business on the last Friday in July prior to the upcoming school year. No exceptions will be made if applications are not submitted within this established timeline. Prior to submitting an application, the parent/guardian should verify that the email listed in the Family Access Center is updated and accurate. An application submitted will be processed on a first-come, first-served basis for the following school year. Each application submitted will be notated with the date and time it was electronically received. Applications are only accepted for students who will be entering kindergarten through twelfth grade in the upcoming school year.

For any new student enrolling in the District for kindergarten through twelfth grade, the window for School Choice will be open for five (5) school business days starting on the student's verified enrollment date. Applications received after the closure of this established window will not be accepted. These applications will be voided, and a new application must be submitted during the regular School Choice window (December through the end of the close of school business on the last Friday in July prior to the upcoming school year) for consideration for the following school year. A new student is defined as

- A student enrolling in the District for the first time.
- A student who either did not have a residence in North East ISD during the School Choice established window; or

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- A student who is the first in his/her family to register to attend a North East ISD school; or
- A student returning to North East ISD after being withdrawn from our District for more than one (1) full school year and who was not expelled from our District for disciplinary purposes or to avoid a disciplinary assignment.

Parents/guardians may submit only one (1) School Choice application per child with only one (1) school of choice requested on the application. A separate application is required for each student. No provisions are made for siblings. North East ISD magnet schools and/or dual language programs cannot be requested through School Choice and determination of eligibility for any magnet school and/or dual language program is made independently of the School Choice process. Questions regarding magnet programs should be directed to the department of Learning Support Services and dual language eligibility should be referred to the department of Curriculum and Instruction.

All online applications submitted will be processed by the Office of Pupil Personnel Services. Beginning in March, parents/guardians of current North East ISD students will receive an official email notification and text message regarding the status of the School Choice request. The Office of Pupil Personnel Services assumes no responsibility to verify email delivery. Notifications of application status will be exclusively electronic. All online applications submitted, including newly enrolled students, will be processed in the order they are electronically received with an official email status notification and text message to follow. Our District assumes no responsibility for any user and/or district-related technical outages resulting from the submission of an online application.

School Choice is available for students who qualify to receive special education services. The Special Education Department will be consulted when considering applications to ensure the school requested can provide specialized services contained in the student's Individual Education Plan (IEP). The receiving campus must have the capacity to deliver the student's IEP.

Students enrolled under the School Choice option must reside with their parent/guardian in North East ISD. If a School Choice application is granted, the parent/guardian must accept their child's seat by providing the requested school a current proof of residency on or before the last Friday in July prior to the upcoming school year. No exceptions will be made if documents of residency have not been provided to the requested school by the established deadline.

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The parent/guardian shall contact the approved School Choice campus for all required documents needed for enrollment.

Parents/guardians may terminate their child's School Choice enrollment at any time by communicating their intention to withdraw their child in writing to the principal of the School Choice campus.

When School Choice is granted to a student, they are eligible to attend that school for the duration of the school level. A new School Choice application is required when a student moves to the next school level. (School Levels: Elementary (K-5), Middle (6-8), and High (9-12)).

Any granted School Choice application will be automatically terminated upon withdrawal from the granted school of choice campus.

**Administrative
Transfer**

An administrative transfer is granted when there is documented evidence that either a safety, emergency, and/or a medical condition exists which hampers the education at the home campus. Prior to requesting an administrative transfer, the parent/guardian must be in communication with their campus administration and have made every effort to resolve the concern together. When the student's issues cannot be resolved at the home campus, the parent/guardian may contact the Office of Pupil Personnel Services to submit an application for an administrative transfer. All documentation of combined efforts must be submitted with the application at the time of the request. No additional documentation will be considered once a decision has been rendered.

Only a parent/guardian of a currently enrolled student may request an administrative transfer. Once an application for an administrative transfer has been submitted, the student shall remain enrolled at the home campus and attend classes throughout the process. Failure to attend school during the evaluation process will result in unexcused absences.

A student's identified disability does not necessarily meet the requirements for a transfer. All students have the same opportunity to qualify for a transfer. While a parent may want to request a specific school, should a student qualify for such a transfer, the campus will be determined by the District based on seat availability at the grade level, required services, and campus. There are no provisions for siblings.

When an administrative transfer is granted to a student, they are eligible to attend that school for the duration of the school level. A new School Choice application is required when a student moves

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to the next school level. (School Levels: Elementary (K-5), Middle (6-8), and High (9-12)).

**University
Interscholastic
League (UIL)
Implications**

For University Interscholastic League (UIL) purposes, students must meet all UIL criteria. Students approved for any intradistrict transfer should contact the Executive Director of Athletics to determine the implications and/or required forms needing to be completed prior to being able to participate in any UIL event.

**Blocking, Denying,
or Revoking Transfer**

The recommendation to block, deny, or revoke a requested intradistrict transfer is made by the principal of the requested campus after consultation with the Executive Director of Pupil Personnel Services. A student may have their intradistrict transfer blocked, denied, or revoked for the following:

- One or more failing grades for the semester.
- A major violation or a persistent violation of the Student Code of Conduct.
- Poor attendance for the semester; or
- Failure of parent/guardian and/or student to comply with school policies and procedures, to include causing disruptions on the day-to-day operations of the school.

Transportation

Our District shall not provide transportation for an intradistrict transfer student.