

Intra/Inter District Student

A parent or person standing in parental relation to any 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). A district student transfer application may be submitted to the District Student Transfer Office. Only one transfer application may be submitted per student, per school year. Applications must be submitted within the designated timeframes. Approvals are per school year; renewal applications must be submitted annually.

Open/Closed Campus Guidelines: The District Student Transfer Office will annually approve which campuses will be open and which will be closed for transfers. Periodically, it may be necessary for the district to close campuses to student transfers due to overcrowding and personnel constraints.

Bona Fide Residence: A student's bona fide

Reasons for Revocation

residence shall be defined as the domicile which is the student's fixed, permanent, and principal housing for legal purposes. A student does not establish a bona fide residence by living in the District or a particular attendance zone for only a portion of the week or only on school days unless this arrangement is specified in a divorce decree or other court order.

Reasons for Approval of Application

The following are acceptable reasons for granting approval of an intra/inter district transfer in accordance with Board Policy FDB (LOCAL) and FDA (LOCAL):

Change of Residence

◆ Elementary

- Remain at current school until the end of the current semester/school year

Other Acceptable Reasons

- ◆ A district employee may transfer his/her child(ren) to the school closest to his/her worksite. The school closest to his/her worksite is determined by the District Student Transfer Office.
- ◆ A district employee, with an approved transfer, whose job location changes due to reassignment, may elect a one-time option to leave his/her child(ren) at the current campus.
- ◆ A request may be made for a transfer to allow a sibling to attend the same school as another sibling currently attends.
- ◆ A student is victim of a documented physical assault

Effective Length of Approved Transfers/Renewals

and if the student committing the assault is at the victim's home campus.

- ◆ A student is a victim of documented bullying.
- ◆ When documented and unresolved student conflicts exist that cannot be addressed at the home campus, an intradistrict transfer may be approved.

An approved District transfer request remains in effect for the duration of the requested school year.

Once a transfer or renewal is approved, a student is to remain at the campus assigned for the remainder of the semester or school year unless the transfer is revoked by the receiving campus.

A renewal application must be submitted annually in order to maintain approved transfer status.

Reasons for Denial

The following are reasons for denial of an intra/inter district transfer in accordance with Board Policy FDA/FDB (LOCAL):

- ◆ Less than 90% attendance-90% Rule TEC 28.023
- ◆ Currently on or meet criteria for placement on an Attendance Improvement Plan (AIP)
- ◆ Previous assignment to a Discipline Alternative Education Program (DAEP) or expulsion to Juvenile Justice Alternative Education Program (JJAEP) within last two years
- ◆ Any felony or misdemeanor criminal conviction
- ◆ Any delinquent conduct resulting in the student being placed on probation and/or under the supervision of a probation officer or has any other conditional release from court
- ◆ Revocation of previous transfer
- ◆ Overcrowded condition at receiving campus or requires employment of additional staff
- ◆ Record of poor attendance, late arrivals, late pickups, and/or disciplinary infractions at home campus
- ◆ 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 an inter/intra district transfer
- ◆ Student is not currently enrolled and attending at home campus

The following are reasons for revocation of a district transfer in accordance with Board Policy FDA/FDB (LOCAL):

- ◆ Repeated failure to abide by the rules specified

in the *Discipline Management Plan and Student Code of Conduct*, or student commits a disciplinary infraction that mandates removal to a DAEP or JJAEP.

- ◆ Documented pattern of late arrivals, early/late pick-ups, and/or poor attendance.
- ◆ Falsification of information.
- ◆ Continued enrollment at the campus may result in a fiscal burden to the district requiring additional staff and/or facility space to provide services to the student.

Huntsville ISD will provide transportation for approved intra district transfers. Inter-district transfer students' parents will be responsible for their transportation.

Inter-district campus assignments for students will be made on a case by case basis.

Participation in UIL: Parents in UIL activities shall be in accordance with all applicable UIL regulations and Board Policy FMF (LOCAL). Varsity athletic participation is based on UIL residency requirements during grades 8-12. Parents/Guardians should contact the HISD Athletic Department staff at 936-435-6300 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. The UIL residency rule only applies to athletics.

Transfer Process

STUDENT TRANSFER REQUESTS WILL BE PROCESSED USING THE FOLLOWING TIMELINES:

June 1-July 31, 2020 *New and Renewal Transfer Requests-Intra & Inter District*

Intra District – in district transfer
Inter District – out of district transfer



Board Policy Reference FDA/FDB (LOCAL), (REGULATIONS)
Updated 3/17/20

Huntsville Independent School District
District Student Transfer Office
Hawkins Administration Building
441 FM 2821 East
Huntsville, Texas 77320-9298
Phone: 936.435.6300
Fax: 936.435.6649



Huntsville ISD Intra/Inter District Student Transfer Information 2020-2021