

**DEADLINE - MAY 1<sup>st</sup>**  
Priority given to applications submitted by deadline

(Office Use Only)

Date/Time Campus Received: \_\_\_\_\_

**Application for Transfer of Student from One School to Another School  
Within The Amarillo Independent School District  
(See FDB LOCAL)**

Year: 2017-2018 Current Grade: \_\_\_\_\_ Grade Requesting Transfer to: \_\_\_\_\_

Current School: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Last First MI

Transfer from \_\_\_\_\_ to \_\_\_\_\_  
Home Campus Requested Campus

Parent/Guardian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Number City State Zip

Employee of AISD: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Name of School: \_\_\_\_\_

Means of transportation the student will use to get to and from school?  
\_\_\_\_\_

Parents/guardians are not required to give a reason for transfer unless they are requesting a transfer because of a hardship. If a parent/guardian wishes to establish a hardship, complete and specific reasons for the transfer must be stated.  
\_\_\_\_\_  
\_\_\_\_\_

Does the student plan to participate in any University Interscholastic League activities? Yes No  
If yes, which ones? \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

DISPOSITION OF APPLICATION

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_  
\_\_\_\_\_

Receiving School Principal Signature: \_\_\_\_\_

Cluster Director Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

## AISS Policy FDB (Local)

### TRANSFERS WITHIN THE DISTRICT

Students initially shall be assigned to schools in the attendance areas in which they reside, but shall have the option of attending other schools in the District in accordance with the guidelines established in this policy.

A student living in one attendance area of the District and wishing to attend another public school in the District must file a written application for transfer with the principal of the school to which he or she wishes to transfer.

Taking into consideration enrollment growth projections and other factors in accordance with FDB(REGULATION), the Superintendent or designee shall establish available openings for intradistrict transfers at each school for the upcoming school year. If there is space available at a school, intradistrict transfer requests shall be considered according to the priorities listed in FDB(REGULATION). After all intradistrict transfer requests have been considered, and if there is still space available, schools may consider transfer requests from outside the District (interdistrict transfers) according to FDB(LOCAL).

Students and their parents or guardians shall be notified on an annual basis of options available through the intradistrict transfer program in sufficient time to apply.

Transfer application forms are available in each principal's office and are due to the receiving principal by May 1. A transfer is granted for only one school year; the application for transfer must be resubmitted each year.

Parents shall be notified as to the acceptance or rejection of the transfer request no later than two weeks prior to the beginning of classes.

### NONDISCRIMINATION

The District shall not make any distinction on the basis of race, religion, color, sex, or national origin in the determination or recommendation of action under this policy. However, the Board reserves the right to restrict transfer requests if such requests begin to significantly affect the ethnic balance of a school.

### REASONS FOR DENYING A TRANSFER REQUEST

Possible reasons for denial of an intradistrict transfer request include but are not limited to:

1. Maximum enrollment in a program has been reached.
2. Maximum enrollment on a campus has been reached.
3. Transfer will result in Districtwide impact on a program.
4. Student wishes to avoid disciplinary action at his or her current school.
5. Class size limits will be exceeded.
6. Student has engaged in conduct or misbehavior within the preceding year that has resulted in:
  - a) Removal to an alternative education program,
  - b) Expulsion; or
  - c) Revocation of transfer for excessive absences and/or disruptive behavior.
7. Student has engaged in delinquent conduct in need of supervision and is on probation or other conditional release for that conduct; or
8. Student has been convicted of a criminal offense and is on probation or other conditional release.

A student in grades K-4 enrolled on transfer may be returned to the school serving the student's attendance area no later than the first Monday following Labor Day if the student's transfer to the new campus results in that school being in violation of the state-mandated class size ratio of 22:1.

### PROTECTED TRANSFER

However, a student in grade K-5 who has attended a school on transfer for at least two complete and consecutive years, and any siblings at the same school, are exempt from being returned to the home campus if the return is for reasons of class size or building capacity compliance. Even though a student is exempt from being returned to his or her home campus, the application for transfer must be resubmitted each year.

### HARDSHIP CASES

Once a student has enrolled in the school serving his or her attendance area or in another school on transfer, the choice may not be changed during that school year except in the case of a hardship. In such a case, the student must submit a written application for transfer. Hardship cases will be considered on a case-by-case basis throughout the school year. The same eligibility rules that apply to all other students shall prevail for participation in activities, including athletics.

### CHANGE OF RESIDENCE

A student who changes legal residence from one attendance area to another may either choose to remain at the original school for the remainder of the current school year or to attend the new school immediately.

A high school senior who changes legal residence to another high school attendance zone may remain at the original high school until he or she graduates.

### APPLICATION PROCESS

The transfer application form shall be submitted by May 1 to the principal of the school to which the student wishes to transfer. The principal shall respond in writing no later than two weeks prior to the beginning of classes to those applications received by the deadline. Transfer applications submitted after May 1 will be considered after the original group of applications. Transfer applications submitted after the school year starts will be acted upon within two weeks of the principal's receipt of the application.

### APPEAL

If the transfer request is denied, the parent or guardian may appeal the decision in writing to the cluster director within ten days of notification of denial. If the transfer denial is based on class size, the district hearing officer will make a decision after August registration once building capacity has been established. All other appeals will be addressed in a timely manner.

### REVOCAION OF TRANSFER

At any time during the school year, the District may revoke an intradistrict transfer for excessive absences or disruptive behavior on the part of the student. See FDB (REGULATION)

### SPECIAL EDUCATION STUDENTS

Requests from parents of special education students for transfer to another school or program within the District shall be considered in accordance with applicable state and federal laws.

### TRANSPORTATION

Transportation for students who are granted a transfer to attend a District school outside their attendance area shall be the responsibility of the parent or guardian.

### UIL ELIGIBILITY

Middle School  
Transfer students in grades 7 or 8 are eligible for competitive athletics and UIL-sponsored activities under the UIL transfer rule.

### Change of Residence

If a student changes legal residence from one middle school attendance area to another, the student may choose to:

1. Retain eligibility at the original school for the balance of the current school year and continue to attend and participate there; or
2. Attend the new school and be eligible for participation immediately

### High School

High school transfer students are eligible for competitive athletics and UIL-sponsored activities under the UIL transfer rule.

### Change of Residence

If a student changes legal residence from one high school attendance area to another, the student may choose to:

1. Retain UIL eligibility at the original school and continue to attend and participate there if eligibility has been established; or
2. Attend the new school subject to the UIL transfer rule.