



## DISTRICT TRANSFER

The parent or person standing in parental relation to any student may request, by petition in writing, the assignment of a student to a campus other than the home campus in the attendance zone in which the student resides. A DISTRICT TRANSFER APPLICATION may be submitted from the Katy ISD website, at [katyisd.org](http://katyisd.org). **Only one transfer may be submitted per school year.** The application must be submitted within the designated timeframe.

**Application Fee:** A **non-refundable** application fee of \$35.00 (\$10.00 for District employees) is required for processing each application. Payments may be made via online, cash or money order (**checks are not accepted**). Online Payments may be made at <https://www.mypaymentsplus.com> (District student transfer fee line) **twenty-four (24) hours after** the submittal of a transfer application. **Out of district students who do not have a Katy ISD issued student ID number** will need to make a payment by money order or cash to the student's transfer-to campus. Transfer applications **will not be processed** until the transfer fee has been paid and all required documents received. A Transfer request may automatically cancel out of the system for failure to pay after a lapse of thirty (30) days. Money orders should be made payable to Katy ISD. **The application fee is a processing fee only and does not alter the District's Transfer policy. A renewal application must be submitted annually in order to maintain approved transfer status.**

**Open/Closed Campus Policy:** Annually, the Board shall approve which campuses will be opened and which will be closed for transfers. If a campus becomes designated as a closed campus for transfers, students submitting a renewal application will be allowed to continue at that campus under provisions allowed by this policy.

District student transfers will **not override** an Attendance Boundary Modification implemented by the Board.

**Participation 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 Katy ISD Athletic Department staff at **281-396-7780** 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 applies to athletics only.

**FDA Local – Inter District Student Transfers** – Students must reside within Katy ISD residential district within sixty (60) days of enrollment unless the dependent of District employee.

**FDB Local – Intra District Student Transfers** – Student resides within Katy ISD residential district.

## REASONS FOR APPROVAL

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

The following are acceptable reasons for granting approval of a District transfer in accordance with Board Policy FDA/FDB (LOCAL):

### **Change of Residence:**

#### **High School**

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

-Request one-time option (high school chosen at original transfer request submittal) to finish at current school

(except when attendance boundaries are modified)

### Elementary/Junior High

-Remain at current school until the end of the current school semester/year (**unless student moves outside Katy ISD residential district**)

### 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 Campus Administrative Support Department.
- 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 made for a transfer to allow a sibling (other than one in a centrally-located District program) to attend the same school that another sibling currently attends. Once approved, parents may elect to use a one-time option to allow siblings to complete their education at that campus.
- Serious medical/mental/psychological health conditions are approved reasons for a District transfer if documented by appropriate medical personnel, and if there is documentation that the student's identified needs cannot be met at the home campus. Students requesting a transfer under this provision may need to be referred for an appropriate special education evaluation as dictated by federal law (transfer decisions will be delayed until legal requirements are met).
- A student is victim of a documented physical assault, and if the student committing the assault is at the victim's home campus.
- A student is a victim of documented bullying.
- A student wishes to attend the MCHS JROTC Program.
- Documented unresolved student conflicts exist that cannot be addressed at the home campus.

### **LENGTH OF APPROVED TRANSFER**

An approved District transfer request remains in effect until the reason for the initial request no longer exists. Upon completion of the student's education at one campus level, a new transfer application will need to be completed **but there should be no expectation that a transfer will be accepted to a junior high or high school in the same feeder pattern**. Exception: KISD full-time employees may request a transfer to continue within the feeder pattern of the school to which the child was transferred.

*Once a transfer or renewal application is approved, the 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. **Failure to enroll your student at the approved transfer-to campus by the first day of the second week after transfer approval WILL RESULT IN AN AUTOMATIC TRANSFER REVOCATION.***

### **REASONS FOR DENIAL**

The following are some reasons for denial of a 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 the 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 a 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.

### **REASONS FOR REVOCATION**

The following are some reasons for denial 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 committing a disciplinary infraction that mandates removal to a DAEP or JJAEP.
- Documented pattern of late arrivals, early/late pickups, and or poor attendance
- Falsification of records will result in revocation of transfer and possible legal action.

### **PARENT ACKNOWLEDGMENT AND AGREEMENT**

District parents submitting a voluntary transfer for their students are now required to acknowledge and agree to the following terms.

1. Transfers **do not and will not** override a Board approved Attendance Boundary Modification.
2. The transfer fee is **non-refundable**
3. No transfer is required if you will be residing in the new residence prior to September 1st.
4. No transfer is required if you move after the first day of the last grading period in a school year.
5. **Transportation is to be provided by the Parent/Guardian. High school students are not guaranteed parking privileges.**
6. The transfer, once approved, shall remain in effect as long as the original reason for the transfer exists and as long as the student remains in the same campus level (i.e. elementary, junior high, or high school); however, the **transfer must be renewed annually.**
7. The student will only be allowed one transfer during a school year.
8. **Parents who fail to enroll their student into the approved transfer-to school by the first day of the second week of transfer approval, will result in automatic transfer revocation.**
9. Transfer students must abide by the *Discipline Management Plan and Student Code of Conduct*. **The principal may**

revoke the transfer for serious or persistent misconduct or shall revoke the transfer for any offense resulting in a mandatory DAEP or JJAEP placement.

10. A transfer may be revoked for a documented pattern of late arrivals, late pick-ups, and/or poor attendance. A transfer may also be revoked if the student's continued enrollment at the campus requires additional staff and/or facility space.
11. Any falsification of information shall cause this application for transfer to be denied and/or revoked. In addition, falsification of documents or records is a criminal offense and subject to fines under Section 37.10 *Penal Code*.
12. Approval of a transfer does not guarantee UIL varsity athletic eligibility.

### **DISTRICT STUDENT TRANSFER OFFICE**

Contact from the Campus Administrative Support Department (CASD) will be made within **10 business days after payment and all required paperwork have been received** unless there are exceptional circumstances. Extenuating conditions may lengthen your student's transfer process.

#### **Appeals**

While a transfer decision is not appealable, a parent who resides within the District may address their concern informally and may exercise the right to complain under the procedures outlined in Board policy FNG (LOCAL)

For questions or concerns **contact**

**Campus Administrative Staff:**

**Dr. Freda C. Creech**

**Priscilla A. Malone ext.**

**(P) 281-396-2357, (F) 281-644-1811**

**P. O. Box 159 Katy, TX 77492-0159**