

ADMISSIONS
INTRADISTRICT
TRANSFERS

FDB
(REGULATION)

TRANSFER
APPLICATION

INTRADISTRICT (IN-DISTRICT) TRANSFER REGULATIONS

A student who wishes to attend a school other than their zoned campus shall submit application for a transfer during the designated application period as defined by the District.

Once approved, there is no need to re-apply as long as the student is continuously enrolled at the same campus. However, all continuously enrolled students must re-apply for a transfer at the following transition grades:

- 5th grade (before entering 6th grade)
- 8th grade (before entering 9th grade)

New students to PfISD, must attend their assigned campus for nine weeks prior to requesting an Intra-district transfer. This requirement may be waived with a signed "District Transfer Waiver" which acknowledges that should the transfer be revoked due to failure to uphold the requirements of the transfer agreement, the parent/guardian/student agrees not to appeal or otherwise contest any such removal.

Transfer applications must be submitted for open campuses only. Transfers to any District-approved program must have prior approval through the department specific application process (e.g. Pre-K, language-based programs, Special Education, CTE, P-TECH; this is not an exhaustive list.)

A list of open campuses for the current school year will be maintained on the District's website under the Department of Student Affairs.

As an exception to the Intradistrict (In-District) Transfer process, if a student is **currently** enrolled in PfISD and wishes to apply for a transfer to a **closed campus**, an application may be submitted and will be processed in accordance with the transfer procedure. This exception pertains only to students who are currently enrolled at a PfISD closed campus during the time they submitted their transfer application. This exception does not apply to students new to PfISD or who were not enrolled in a closed campus when submitting their transfer application.

TRANSFER PROCEDURES

The parent/guardian will complete an online Application for In-District Transfer (IDT Application). Applications are available through the Pflugerville ISD website at <https://www.pfisd.net>. The parent/guardian will submit the online application.

Student Affairs personnel will forward the IDT Transfer Application and any required documentation to the campus principal for signature approval.

APPROVAL

The Superintendent or designee will provide final approval for all IDT transfers in accordance with Board Policy FDB (Local). Factors considered will be availability of space and instructional staff and the student's disciplinary history and attendance records.

Standard Definitions:

Availability of Space and Instructional Staff – in order to meet the minimum standard in consideration of a student transfer, the following guidelines must be followed:

a.) Elementary:

- Pre-Kindergarten through Fourth Grade classrooms are open to transfers if they do not exceed the 19:1 class-size ratio.
- Fifth Grade classroom ratios are not defined by TEA. Fifth grade classrooms are open to transfer if they do not exceed 22:1 class-size ratio.

b.) Secondary:

- Each campus may not exceed 95% of the annual student enrollment projections by campus and campus capacity.

c.) Programmatic Transfers:

- Parents of Pre-K students must complete the [online verification screener](#) for 4-year-olds or for [3-year-olds](#), prior to applying for a transfer
- Transfers to any District-approved program must have prior approval through the department specific application process (e.g. Pre-K, language-based programs, CTE, P-TECH, and Special Education; *this is not an exhaustive list.*)

Student Disciplinary History:

- A student may not have more than 3 discipline referrals in any school semester
- A student may not have more than 6 discipline referrals for the previous two school semesters.
- A student may not have been assigned to, attended, or otherwise withdrawn from a Discipline Alternative Educational Placement (DAEP) program or Juvenile Justice Alternative Educational (JJAEP) Program, during the previous school year, when applying for a student transfer.

Attendance Records:

- A student must have attended school for at least 90% of the time that the course is offered in the previous school year in order to be considered for a transfer [FEC(LOCAL)].
- If a student has been granted credit due to extenuating circumstances from a previous school district, the parent or legal guardian of the student must present official documentation from the previous school district that clearly indicates why an exception was granted. (i.e. principal plan), only then will the application be considered for review.

*Only the Superintendent, Superintendent designee or Campus Principal may consider approval of any transfer that does not meet the minimum Standard Definitions as aforementioned.

Parent Notification	Parent/guardian and campus principal are notified of the approval/denial of IDT transfer.
IN-DISTRICT TRANSFER AGREEMENT	Parent/guardian will be required to complete all registration documentation as required for any/all incoming students at the approved campus. Upon completion of the transfer application, the parent/guardian, student will sign the District Transfer Agreement (FDB REGULATION EXHIBIT A).
RENEWAL OF IN- DISTRICT TRANSFER	All approved In-District transfers are valid as long as the student is continuously enrolled at the same campus. Parents must apply for an IDT at every transition grade (see “Transfer Application”).
TRANSPORTATION	Transportation is not provided for in-district transfers.

REVOCATION OF IN-DISTRICT TRANSFERS

Revocation can be initiated by the campus principal for the following reasons:

- persistent and documented Student Code of Conduct infractions
- violation of the Student Code of Conduct that results in an assignment to the District or Juvenile Justice Alternative Education Program
- documented patterns of truancy, late arrivals, and/or late pick-ups requiring the supervision of the child by school staff
- student arrest
- failure to maintain enrollment in a programmatic transfer
- *class size and/or program restrictions by campus

Transfer Revocations will be implemented in accordance with local District guidelines. Unless a new student, transferring under the "9-week rule waiver", has violated their agreement. In this case, the revocation will be effective immediately. After a transfer revocation, the student will be ineligible to apply for an IDT for one calendar year from the date of the revocation.

*In cases where a campus exceeds its projected enrollment, it is possible that some transfers will need to be revoked and the transfer student will return to their home campus. These students are not subject to the one calendar year timeline restriction and may re-apply to an open campus during the designated application period.

APPEAL OF REVOCATION

IDT transfer revocations may be appealed in accordance with FNG (Local) and GF (Local) as appropriate, unless the District Transfer Waiver was signed and the parent/guardian/student agreed not to appeal.

UIL PARTICIPATION

Pursuant to the UIL athletic eligibility rules, transfer students and other students who do not reside in the attendance zone of the school at which the student attends must be continuously enrolled in and regularly attending the school for one calendar year to gain eligibility for varsity athletic participation.