



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Administrative Procedures

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STUDENT TRANSFERS (PK-12)

Overview. This procedure covers within district and nonresident transfers by students in grades Pre-kindergarten through 12th. In general, a student must be enrolled in the school serving the student's attendance zone. However, transfers may be allowed in limited circumstances as described in this procedure. The transfer may be requested by parents, guardians, or campuses according to procedure.

The following situations are **not** covered by this procedure:

- Pre-K or Head Start students [See F27 Pre-K and Head Start Application Process]
- Choice School or Programs enrollment [See F51 Choice Schools and Programs Enrollment]
- Elementary school or academy enrollment cap placements [See F22 Elementary School or Academy Enrollment Capping]
- Changes within a campus between classrooms or teachers [See F3 Assignment or Reassignment of a Student]
- Student placements related to specific educational programs, such as students in Bilingual/ESL or special education programs who are placed in a school providing the service [Contact the relevant department]

The following terms used in this procedure are defined as follows:

- *Requested school/campus:* the campus at which the student would like to enroll even though the student does not reside in the campus's attendance zone.
- *Home school/campus:* the campus to which the student's address is zoned for enrollment
- *Choice School or Program:* an SAISD open enrollment campus or specialized program within a campus that includes but is not limited to an in-District charter, magnet, or early college high school to which any student in Bexar County may apply for enrollment.

STUDENTS WITH SPECIAL NEEDS

Students with special needs may request a campus change through the transfer process for any reason as described within this procedure (see *Transfer Reasons*). Students receiving special education or §504 services shall be considered for a transfer in the same manner as students without disabilities. Parents should provide the requested school principal with their student's Individualized Education Plan (IEP) in order to best understand if the requested campus would be a good fit for their child.

The requested school principal shall be responsible for determining that a transfer will enable the student to continue to be provided the appropriate educational placement and services. Administrators may approve or deny transfer requests as described within this procedure under *Transfer Approvals* and *Transfer Denials*. If approved, an ARD (Admission, Review, and Dismissal)/§504 Committee shall be convened when the student has enrolled at the requested school.

Note that the transfer process is separate from the ARD process. The transfer process should be used if parents wish to change campuses for reasons that would not pertain to a change of campus determined through an ARD meeting.

BILINGUAL STUDENTS

Bilingual students may request a campus change through the transfer process for any reason as described within this procedure (see *Transfer Reasons*). Parents should meet with principals of requested campuses to best understand if the requested campus would be a good fit for their child, especially regarding bilingual services. Administrators may approve or deny transfer requests as described in the sections *Transfer Approvals* and *Transfer Denials*.

Note that the transfer process is separate from the bilingual hub enrollment process (see Administrative Procedure F1).

NONRESIDENT STUDENTS

Students whose residential address is zoned outside of the SAISD boundaries may submit a transfer request to attend an SAISD campus. Transfer requests would follow the same application procedure as in-district transfers for crisis and non-crisis transfer requests. According to Board policy FDA (LOCAL), a nonresident student may be permitted to attend District schools if the student is in one of the following categories.

A student accepted into one of the District's approved Choice Schools or Programs. Nonresident students enrolled in a Choice School or Program are required to complete the transfer form annually for ADA purposes only. Withdrawal from Choice Schools and Programs can only be done according to Administrative Procedure F51. See *Choice Schools and Programs Students* in this procedure for additional information.

Students who move outside of the district attendance boundaries. When a District resident moves to a residence outside the District, the student (any grade level) may request to remain at the school for the remainder of the current year. The transfer request needs to be submitted within five business days of the family moving to their new residence.

1. The District shall **not** provide transportation for the nonresident transfer student; transportation must be provided by the parent/guardian.
2. The registrar/data clerk of the receiving school shall enter the student's home address and a transfer factor of "1" into the student database when completing the data for the nonresident transfer. The clerk shall not enter the district and campus of residence for this transfer.
3. All documents shall be maintained at the campus level for auditing purposes.

A child of a nonresident district employee. Children of full-time SAISD employees may request a transfer to enroll in an SAISD campus. See *Employee's Children* in this procedure for additional information.

Nonresident students enrolling in the Healy Murphy Center. Any student who is not a resident of SAISD and who is accepted into the Healy-Murphy Center Program shall be enrolled as a nonresident transfer student for purposes of ADA accountability according to the Texas Education Code Section 25.086.

1. After the student has been accepted into the program, the parent/guardian shall complete the transfer request as described in this procedure. The students enrolling in Healy-Murphy shall mark "Curriculum: Programming" as the transfer reason and enter the name "Healy-Murphy Center Program."
2. All documents shall be maintained at the campus level for auditing purposes.

Students approved by the Superintendent or designee. Students not residing in SAISD boundaries may wish to enroll in SAISD for reasons other than those described in this procedure. Students who have been approved by the Superintendent or designee to enroll may be admitted to District schools. The

Superintendent or designee shall be authorized to approve or deny any transfer request in accordance with administrative procedures, provided that such action is without regard to race, national origin, color, religion, sex, gender, gender identity, gender expression, sexual orientation, or disability.

CHOICE SCHOOLS AND PROGRAMS STUDENTS

Students cannot request enrollment into Choice Schools and Programs through the transfer process. Choice Schools and Programs enrollment follows the selection process outlined in Administrative Procedure F51. Nonresident students enrolled in a Choice School or Program are required to complete the transfer form annually for ADA purposes only. Withdrawal from Choice Schools and Programs can only be done according to Administrative Procedure F51 and not according to the revocation process outlined in this procedure.

EMPLOYEE’S CHILDREN

SAISD employees that live within SAISD attendance boundaries. SAISD employees that live within the district may apply for a transfer for their child to attend a school outside of their attendance zone according to this procedure. The employee would list the reason for the transfer request as “Employee Child” only if requesting to transfer their child to the school at which they work.

SAISD employees that live outside of SAISD attendance boundaries. A full-time SAISD employee who lives outside the District may request that his/her child be enrolled in the school in which the employee works or another school within the District. Substitutes, part-time employees, temporary employees, and contractors are not considered full-time employees. This transfer request should be submitted during the designated transfer window prior to the beginning of the school year for which the request is made. Employees that are hired after the transfer window has closed have five business days within the start of their employment to submit a transfer request. The employee would list the reason for the transfer request as “Employee Child.”

REASONS FOR TRANSFERS

Parents/guardians may request transfers to a District school outside of their attendance zone in two types of circumstances: 1) non-crisis transfer or 2) crisis transfer.

Non-Crisis transfers

Students requesting a transfer for non-crisis reasons must submit the transfer request during the designated District transfer window. Non-crisis reasons include the following:

- *Sibling.* Families whose children attend different schools may request to keep siblings together. Families must identify the name and grade of the sibling already attending the requested school when submitting the request. Schools will generally honor requests that siblings be placed at the same school. Parents do not have to prove a crisis or emergency situation, but the principal may still deny the transfer on any reasonable basis (see *Transfer Denials*).
- *Curriculum.* Families may request to attend another school due to academic reasons. This includes the following programming options:
 - Rising 6th, 7th, and 8th grade students zoned to an elementary or academy wanting to attend a traditional middle school for grades 6-8.
 - Students requesting to attend a campus with a specified program that is not available at their home school. Families must identify the requested program. This includes pre-kindergarten students whose home campus does not have a pre-kindergarten program.

- *Public Education Grant Program (PEG).* State law gives parents the right to request that their children be transferred from specific campuses (as identified by the Texas Education Agency) to another campus not identified as a PEG campus. The identified schools change each year. Families must submit a copy of the PEG letter along with the transfer request.
- *Employee child.* SAISD employees may request a transfer for their children to attend an SAISD campus, and those requests will generally be granted. Employees do not have to prove a crisis or emergency situation, but the principal may still deny the transfer on any reasonable basis (see *Transfer Denials*).
- *Family move:* Students whose family moves during the school year or summer may request to stay at their current school through the transfer process outlined in this procedure. Families have up to five business days after informing the campus of their new address to submit a transfer request to remain at the school.
- *Court ordered:* students may remain at a campus or receive a transfer to a different campus when the parent can provide a valid court order requiring such action.
- *Superintendent or designee approved:* families requesting a transfer for reasons other than those listed in this procedure must have their transfer request approved by the District.

Crisis transfers

Transfers may be approved if the parent or campus can substantiate with supporting documentation that the transfer will alleviate a crisis situation. Examples of a crisis situation may include serious threats against a student, bullying, or harassment as defined below. The following would not typically constitute a crisis situation: minor fighting or disagreements between students, dislike of a teacher or principal, transportation difficulties, or a desire to attend a different school for academic reasons.

Transfers due to crisis situations, including victims of violent crimes, may be requested at any time throughout the school year. Crisis situations are reviewed on a case by case basis by the District in collaboration with the campus and assistant superintendents. Crisis transfer requests may or may not be approved.

Reasons for crisis transfers include the following:

- *Victims of Violent Crimes.* A student who becomes a victim of one of the violent criminal acts listed below while in or on the grounds of the public school that the child attends is entitled to transfer to another grade appropriate campus:
 1. Attempted murder under Texas Penal Code Sections 19.02, 19.03, and 15.01;
 2. Indecency with a child under Texas Penal Code Section 21.11;
 3. Aggravated kidnapping under Texas Penal Code Section 20.04;
 4. Assault on student under Texas Penal Code Section 22.01(a)(1);
 5. Aggravated assault on student under Texas Penal Code Section 22.02;
 6. Sexual assault or aggravated sexual assault against a student under Texas Penal Code Sections 22.011, and 22.021.
- *Victim of Bullying.* The parent of a student who has been documented to be a victim of bullying as it is defined in FFH(LOCAL), may request a transfer for that student. The District will collaborate with campus administration and assistant superintendents regarding the campus's ability to provide interventions that create a safe environment for the student. If after the

interventions have been placed and the safe environment is still in question, the District will follow the process for district placements (see *District Placements*) to find a new campus for the student. Note that FDB(LEGAL) requires that a transfer be permitted for a victim of bullying, but it does not require that the parent's first choice school be granted.

- *Campus requested crisis transfer.* Campus requested crisis transfers are submitted to the OAES by the campus administrator to move alleged aggressor(s) to a different campus or to separate students in order to create a safe learning environment. In consultation with the parent, this may include transferring a student who has engaged in bullying as it is defined in FFH(LOCAL) (see *District Placements*).

TRANSFER REQUEST PROCESS

In order to request a transfer, the parent or guardian must complete the online transfer application and include documentation to substantiate the request as needed. Transfers completed on paper may be submitted to the home school or the Office of Access and Enrollment Services office to be entered into the online platform.

The following steps outline the process for transfer requests submitted by parents or guardians.

Parent submits request. The parent or guardian submits application online with appropriate documentation. Families completing the paper form may submit it to the home campus in order for the information to be entered into the online platform. It is highly recommended that families schedule a meeting with the requested school administrator regarding their request. If the transfer request is for a non-crisis reason, the request must be submitted during the District's designated transfer window. Transfer requests for crisis situations may be submitted at any time (see *Reasons for Transfers*).

Transfer review. The requested school principal has the authority to verify all of the information submitted regarding a transfer request. The District reserves the right to revoke an approved transfer which has been based upon false information knowingly submitted by the parent/guardian in the application process.

Transfer requests may be reviewed by the home school administrator. Review by the home school administrator is not a necessity for approval, but serves as a way for the home school to address concerns of the family to attempt to maintain the student's enrollment at the home school. Review may include meeting with the student and parent and working with the appropriate District departments to attempt to achieve a satisfactory resolution to the issue. The home school principal does not have the authority to approve or deny a transfer request.

The requested school administrator will make a determination to accept or deny the transfer within no more than five (5) business days of submission of the transfer request. It is recommended that the requested school administrator communicate with the home school administrator and meet with the family to fully comprehend the reason for the transfer request.

Transfer approval. The requested school administrator shall document their approval on the online transfer request form. When a transfer is approved, the following steps will occur:

1. The OAES notifies the family of the approved status via the online platform.
2. The requested school staff contacts the family regarding the outcome and outlines next steps for completing enrollment.
3. The requested school staff sends a request to the OAES and the PEIMS department to have the student's registration and enrollment switched to the appropriate campus in all student database platforms.

4. The requested school principal shall ensure that the data/attendance clerk entered the appropriate transfer code into the student database. In addition, the data clerk will enter the transfer reason code as provided by the requested school principal. The transfer reason codes are listed in Exhibit F5.
5. The principal shall maintain a current listing of all transfers into the school.

Transfer denials. The requested school administrator shall document their denial on the online transfer request form. Transfer requests for the following reasons are usually denied as they do not demonstrate a programming need or crisis situation threatening the safety of the student or learning environment:

1. Minor fighting or disagreements between students
2. Dislike of a teacher or administrator
3. Transportation difficulties

The principal of the requested school may also deny the transfer on a reasonable basis. A reasonable basis may include, but is not limited to, the following:

1. a predicted negative effect on the home campus, receiving campus, a class, or another student;
2. the need to maintain staffing levels or class size;
3. an adverse impact on attendance zones; or
4. staff limitations or changes.

The requested school administrator shall document their denial on the online transfer request form. When a transfer is denied, the following steps will occur:

1. The OAES notifies the family of the denied status via the online platform.
2. The requested school staff communicates the outcome to the family, and the requested school administrator must provide rationale for denying the transfer.
3. Families may request an appeal within five business days of receiving the denial via communication with the OAES. (see *Transfer Appeals*)

TRANSFER TERMS AND CONDITIONS

Family Preference. The transfer request applies only to the student named in the request and shall not be considered grounds for transfer of other family members.

Student Expectations. A transferred student shall be responsible for complying with the policies and rules in the *SAISD Student Code of Conduct*. The transferred student shall also be responsible for complying with the school rules of the receiving campus, including maintaining satisfactory attendance (as required by law), dress code compliance, and academic and/or behavioral interventions deemed necessary.

Where to Enroll. All SAISD students complete registration online. Students transferring to another campus will complete registration, and the home school or receiving school will send request to the Office of Access and Enrollment Services and/or PEIMS for the online registration to be changed to the appropriate campus.

Promotion to Middle/High School. The transfer is valid only for the requested school and not campuses associated within its feeder pattern. A student who is being promoted to middle school or high school will be enrolled in the middle/high school based only on the address (the "home school"). Students who have a transfer in effect at a feeder school (5th or 8th) shall have no assumed privilege of attending the middle/high school for those students at the transfer school. The parent must request a transfer to any middle or high school that is not the home school.

Transportation. Transportation for students receiving special education or Section 504 services will continue to be provided if the student's ARD/§504 Committee has previously determined that

transportation is required as a related service for the student. The District will not provide transportation for other approved transfers.

UIL Eligibility. In order to participate in UIL activities, the student must meet University Interscholastic League eligibility requirements. A transfer to another campus may adversely affect the student's ability to participate in UIL sanctioned extra-curricular activities. Please contact the Athletics Office for questions regarding UIL eligibility.

Pre-K thru 8 Schools (Academies). Students currently in a District middle school will not typically be granted a transfer into a PK-8 campus. Students transferring from another district into SAISD will be provided a choice of attending a PK-8 campus or a middle school campus depending on available curriculum, space, and student enrollment at both campuses.

Record Retention. Documentation of all transfer applications, whether approved or denied, must be retained in case of an appeal. In the case of an appeal, the Office of Access and Enrollment Services will review the application submitted online.

Multiple Transfer Requests. A student will be allowed only one transfer by parent request during the school year. If a transfer is revoked and the student returns to the home school because the student did not remain in good standing, a future transfer request will not be considered until the student has remained in good standing at the home school for at least one year.

Parents' Access to Principal. Parents must be allowed reasonable access to the principal to request a transfer. A parent or person standing in parental relation to any student is not limited with respect to his/her right to request a student transfer, and the District considers all requests submitted.

Student Placement. The requested school principal determines the campus placement for all approved transfers.

Burden of Proof. It shall be the burden of the parent/guardian requesting the transfer to provide sufficient information and documentation to support the request for a transfer. If a transfer is being revoked, it shall be the burden of the requested school to provide sufficient information and documentation to support the revocation.

Board and Superintendent Authority. The Board of Trustees or its designee may transfer any student from one school facility or classroom to another. The Superintendent or designee may also transfer any student from one school facility to another. The decision concerning a transfer shall be made on an individual basis and neither a student's national origin nor ancestral language shall be considered.

RENEWAL OF TRANSFER FOR THE NEXT SCHOOL YEAR

Each year, transfer student information must be updated in the district's Student Information System for accountability and ADA purposes. Typically, in-district students do not have to complete the Transfer Request form (online or Form F5-A) each year but are automatically renewed. Nonresident students need to complete the Transfer Request form each year for ADA purposes only. Further explanation is provided in the appropriate sections below. Transfers that are revoked at the end of the year do not follow the renewal process (see *Transfer Revocations*). All documents shall be maintained at the campus level and the online platform for auditing purposes.

In-District students attending neighborhood campuses. A transfer for a student living within SAISD attendance boundaries is considered valid as long as the student and parent(s) comply with all of the terms and conditions of the transfer (see *Transfer Terms and Conditions*) and the transfer is not revoked for any

reason by the requested school principal. A transfer request does not need to be renewed each year (i.e., a new application is not needed) as long as the student remains enrolled in the requested school.

Nonresident students attending neighborhood campuses. Nonresident students attending a neighborhood campus must submit a new transfer request each school year for ADA purposes.

1. If the parent/guardian wishes that the student be allowed to remain a student in SAISD, the parent/guardian shall complete the transfer request form through the online platform during the designated transfer window.
2. The campus principal shall review the requests regarding the procedure described above (see *Transfer Request Process*). The principal shall inform the parent/guardian of the decision.
 - a. If denied, the principal shall include necessary notes and/or attached documentation supporting the reason for denial. Families may also appeal the denial as outlined within this procedure (see *Transfer Denial*).
 - b. If the student is a Special Education/§504 student, the principal shall forward the request to the school Special Education/§504 personnel so that an ARD/§504 Committee meeting can be held to review the renewal request.
 - c. If approved, the registrar/data clerk of the receiving school shall enter the student's out-of-District home address, the district/campus of residence, a transfer factor of “1,” and transfer reason code into the student database when completing the data for the nonresident transfer for the ensuing school year.

Nonresident students attending Choice Schools or Programs. Nonresident students enrolled in a Choice School or Program must complete the transfer form annually for ADA purposes only. Completing the transfer form is a formality for district budgeting purposes. Enrollment for all students in Choice Schools or Programs follows Administrative Procedure F51.

Nonresident students attending Healy-Murphy Center. Nonresident students enrolled in the Healy-Murphy Center must complete the transfer form annually for ADA purposes only. Withdrawal from Healy-Murphy Center can only be done according to the Center’s guidelines.

TRANSFER REVOCATION

Reasons to revoke. A transfer may be revoked if the student does not comply with all of the Terms and Conditions described in this administrative procedure (see *Transfer Terms and Conditions*). The principal may also revoke when evidence is gathered that an approved transfer was based upon false information knowingly submitted by the parent. A transfer may also be revoked because of other factors that may include, but not be limited, to the following:

1. A projection of adverse impact on the home campus, receiving campus, or class;
2. The need to maintain staffing level, class size, or student-teacher ratios;
3. The impact on or displacement of another student;
4. An adverse impact on attendance zones;
5. Facility limitations or changes; or
6. Any other reasonable cause.

Timing of Revocation. Transfers may be revoked any time after the first nine-week grading period of each semester, but students do not return to their home campus until the end of the semester. Campuses must inform families of the revocation at least two weeks prior to the end of the semester to give an opportunity for the appeal process to take place if desired by the parent.

When a transfer is revoked, the student remains enrolled at the campus through the end of the semester. For the start of the next semester, the student will re-enroll at their home campus. Campuses may request exemption to the revocation timeline if maintaining the transfer student’s enrollment demonstrates a

documented safety risk to the campus. Exemption requests must be made to the OAES prior to campuses informing families of the revocation.

Documentation. The principal shall complete the *Transfer Revocation Recommendation* [FORM F5-C] and attach the supporting documentation. The form and supporting documentation must be sent to the OAES. The principal must include evidence that all appropriate actions have been taken in response to student offenses or absences.

- *Behavior:* principals should not revoke a transfer as the consequence for student misconduct if the school has not provided sufficient documentation showing appropriate interventions or supports to allow the student to fulfill the terms and conditions of the transfer.
- *Attendance:* principals should not revoke a transfer as the consequence for student attendance if the school has not provided sufficient documentation showing appropriate interventions or supports to allow the student to fulfill the terms and conditions of the transfer.
- *Academics:* principals should not revoke a transfer as the consequence for academics if the school has not provided sufficient documentation showing appropriate interventions or supports to allow the student to fulfill the terms and conditions of the transfer.

Notices of withdrawal. Once a transfer is revoked, the requested school principal shall notify the home school principal. The principal recommending the revocation shall then notify the parent/guardian regarding the withdrawal and required enrollment of the student in the home school. Principals may not withdraw a student until the transfer has been formally revoked.

Appeals. Families may appeal a revocation following the Transfer Appeal process as described in this procedure (see *Transfer Appeal*).

TRANSFER APPEALS

If a transfer request is denied or revoked, the parent may petition the District to override the denial or revocation.

1. Appeals must be submitted to the OAES within five business days of families receiving notice of the denial or revocation.
2. The OAES will review the denial or revocation in collaboration with campus administration and assistant superintendents.
3. If the OAES overrides the denial or revocation due to insufficient evidence and documentation validating the reasons for revocation, the student will be allowed to maintain enrollment at the requested school pending continued compliance with the Transfer Terms and Conditions as outlined in this procedure (see *Terms and Conditions*).
4. If the OAES upholds the denial, the parent(s) may file a grievance with the District pursuant to Board Policy FNG(Local).

DISTRICT PLACEMENTS (Campus requested crisis transfers)

Campuses may submit a transfer request to the District for a student to be moved to an alternate campus due to a crisis situation impacting the campus's ability to maintain a safe learning environment for the student or other students. This would be considered a campus-requested crisis transfer. Prior to requesting a district placement, campus administration must consult with their Assistant Superintendent and gather evidence to ensure that all possible interventions were done in order to maintain the student's enrollment. District placements should only be considered as a final alternative for a student.

Campus administration must meet with the parents of the student prior to the request being submitted to the District. Parents need to be informed of the possibility that the student will be placed at a different

campus for the academic year due to the current circumstances. The District will not consider the transfer request until provided evidence a parent meeting(s) was already conducted.

After the District receives the campus-requested transfer, the OAES will review all information provided by campus administration. If the situation meets consideration as a crisis transfer due to the campus being unable to provide a safe environment for its students, the OAES will identify the campus at which the student will be placed in collaboration with the Assistant Superintendents. The following factors will be considered when identifying campuses for enrollment:

1. Proximity to the student's address
2. Capacity of the campus
3. Staffing changes

The Assistant Superintendents will reach out to identified campuses to determine extenuating circumstances, confer with the OAES, and a final placement will be identified. Identified campuses cannot deny a district placement.

District placements are only good for that academic year and cannot be revoked during that time. The expectation is that the student would return to their home school for the upcoming school year, giving the campus time to build its capacity to establish necessary supports to create the safe environment. Permanent placements will be considered on a case by case basis in collaboration with the home school principal, the placement school principal, the assistant superintendent, and the OAES. If the transferred student requests to stay at the placed campus, the student may submit a transfer request during the transfer window.

Attachments:

- FORM F5-A: Transfer Application (FORM F5-A/SP Spanish)
- FORM F5-B: Notification of Transfer Request (FORM F5-B/SP Spanish)
- FORM F5-C: Transfer Revocation Recommendation
- EXHIBIT F5-A: Defined Transfer Options Codes

References:

- Board Policy FDA (LOCAL); FDDA (LEGAL); FDB (LEGAL); FDB (LOCAL); FDD (LEGAL); FDD(LOCAL);
- *SAISD Student Code of Conduct*
- *Texas Education Code Chapter 25.*

Questions

- Questions regarding this procedure should be addressed to the Office of Access and Enrollment Services, (210) 554-2660 | 1931 E. Houston St, San Antonio, TX 78202