



## **2008-2009 TRANSFER QUESTION / ANSWER DOCUMENT**

### **1. How do I initiate an Intra-District transfer for my child?**

Transfers are initiated by completing the transfer application found on the PISD webpage at [www.pflugervilleisd.net](http://www.pflugervilleisd.net). If a parent does not have access to the internet, transfer forms are available at all campuses and at the PISD Administration building. Once the application is completed, it will be considered for approval or denial by the principals of both the sending and receiving campuses.

#### Transfer Considerations

- Transfers are allowed on a space available basis only.
- General transfer requests for the 2008-2009 school year are accepted only during the specified time period of March 17 – April 30.
- Parents must provide their own transportation.
- Parents must be willing, in some situations, to forfeit as much as one year of varsity athletic eligibility for their child in the first year of the transfer.
- Parents must re-apply for transfer each year.
- A campus may send a transfer student back to the home campus if the campus exceeds capacity or if there is failure to maintain the qualifying criteria.

### **2. When can I apply for a transfer?**

The transfer window for the 2008-2009 school year is from 8:30 a.m. March 17 through 4:30 p.m. April 30.

### **3. What is the process the district uses to determine whether or not my request for a transfer is approved?**

Transfers will be considered for the following reasons for all campuses projected below 100% capacity:

The following are the acceptable reasons for granting an Intra-District transfer at the campus level (**Please Note: Reasons a–e are acceptable only if the receiving campus' projected enrollment is below 100% of its designed capacity).**

- a) A student may be granted a transfer in order to allow him/her to complete the current school year with his/her class (grades K-12). However, the student must transfer to the school within the zone of his/her new residence the following school year.

b) A student may be granted a transfer at the time the student's place of residence changes in order to allow him/her to finish their 2<sup>nd</sup> grade year in primary schools if they have attended the same primary campus for grades K&1; **or** 5<sup>th</sup> grade year if they have attended the same elementary campus in grades 3&4; **or** 8<sup>th</sup> grade year if they have attended the same middle school campus in grades 6&7; **or** to graduate with his/her class if the student is enrolled in the 11<sup>th</sup> grade and has completed requirements for junior standing.

c) A student who is a resident of the District and whose parent/guardian is a full-time or part-time District employee may be granted a transfer to the campus of their choice. Such students shall not be permitted to remain on campus unsupervised after school hours. After-school supervision will be the responsibility of the parent/guardian and may not interfere with the performance of assigned duties of the parent/guardian or other employees of the district.

d) May transfer from an **Overcrowded Campus** → *defined as projected enrollment greater than 100% of capacity...* to an **Open Campus** → *defined as projected enrollment below 80% of capacity...* **only if** space is available in the student's grade level.

e) A student zoned to a campus identified on the Public Education Grant (PEG) list.

f) One or more siblings currently attend the campus being requested in the following year.

**Note:** High school students are prohibited from transferring from their home campus to another campus in the district during their senior year.

All transfer requests originate with the sending/home campus. Parents are to complete and turn in their intra-district transfer (IDT) application to the Home Campus Principal; Parents should receive a copy of their date-stamped IDT application before leaving the Home Campus.

#### **4. What is meant by open or closed campuses?**

Each spring the administration reviews enrollment projections for all campuses in order to determine if a campus would be able to accommodate general transfer requests for the next school year. Those campuses not able to accommodate transfers due to increased enrollment are labeled "closed" to transfers. Those campuses able to accommodate transfers are labeled "open" to transfers. A list of closed campuses to transfers will be provided on the PISD web page once those campuses are determined. Transfer requests are not accepted for "closed" campuses.

#### **5. How will I know if my transfer has been granted?**

The parent/guardian will receive by mail approval or denial of the transfer by May 15.

#### **6. Is bus transportation provided?**

No. The District does not provide transportation for a student attending a school outside his or her attendance zone.

**7. Do students have to apply for a transfer every year?**

Yes.

**8. What happens if my child's assigned home campus will change next year because of boundary changes?**

When an attendance zone is affected by a new boundary change, affected students will be considered under the guidelines of reason (b) above.

**9. Are full and part time employees of PISD permitted to apply for a transfer for their children?**

A student who is a resident of the District and whose parent or guardian is a District employee may be granted a transfer to the campus where the parent is employed or to any campus in the district. Such students shall not be permitted to remain on campus unsupervised after school hours. After-school supervision will be the responsibility of the parent or guardian and may not interfere with the performance of assigned duties of the parent or guardian or other employees of the district.

**10. May a student who is a resident of the District and whose parent/guardian is a substitute, Durham Transportation employee, or Aramark employee be granted a transfer to the campus of their choice?**

No. These categories of employees are not eligible for Intra-District transfers at this time.

**11. Are transfers for siblings permitted?**

Transfers are allowed on a space available basis only. Transfer requests for siblings follow the same procedures as the general transfer process. If space is not available for the sibling of a transfer student, then the parent must choose to either have the students attend different campuses or send the transfer student back to the home campus.

**12. If a student requests an Intra-District transfer to attend a middle school outside of his/her middle school attendance zone is he/she eligible to participate in UIL or extracurricular activities?**

Yes.

**13. If a student requests to attend a high school outside his/her residency attendance zone is he/she eligible to participate in extracurricular activities on the first day of his/her 9th grade year?**

Transfer students are not eligible for varsity participation for a full calendar year. There are no eligibility restrictions for sub-varsity.

#### **14. What happens if I move to a new home during the school year?**

Students who move to another PISD campus attendance zone during the school year may remain in their current campus for the remainder of the school year with principal approval. Transportation will not be provided.

A student may be enrolled in a school on a temporary basis for a period of 45 calendar days when a family who resides in the District has a home under construction or is waiting to occupy a residence they have purchased or rented in the attendance area assigned to the school. Documentation indicating the expected date of occupancy shall be presented to the school. If the family does not reside in the attendance area for that school within 45 calendar days, the student will be withdrawn until a residence is established within that attendance area.

A resident student who becomes a nonresident during the course of a semester will be permitted to continue in attendance for the remainder of the semester. Parents of these students are required to complete an **Inter-District Transfer Request**.

Students who complete their junior year in a Pflugerville ISD school and become a nonresident during the course of the school year will be permitted to continue in attendance for the remainder of the school year upon principal approval. Parents of a qualifying senior are required to complete an **Inter-District Transfer Request**.

#### **15. Can a student transfer be revoked for non-attendance, poor grades, behavior problems, etc.?**

Yes. Transfers may be revoked for the following reasons:

- Overcrowding in grade level occurring at receiving campus.
- Repeated Student Code of Conduct infractions
- Student commits a Student Code of Conduct infraction which results in a removal to a DAEP or the JJAEP
- Documented patterns of late arrivals, late pick ups, and/or poor attendance
- Falsification of any information on/for this Intra-District Transfer form
- Failure to provide information or documentation required by the District