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## Intradistrict Transfer Guidelines

### Neighborhood School Concept

The Richardson Independent School District (RISD) is committed to the neighborhood school concept. Where a student resides determines the schools he or she will attend. The District maintains a comprehensive student assignment plan that is designed to support the neighborhood schools concept, promote balanced enrollment and efficient use of facilities, and comply with legal requirements. Any student, kindergarten through twelfth grade, who wishes to attend an RISD school outside of his/her neighborhood attendance area (the "home school") must complete an *Intradistrict Transfer Request* and obtain District approval to change schools.

Separate processes exist for assignments to magnet schools and centers of interest and for transfers pursuant to special provisions of the *Texas Education Code* or federal law (e.g., school safety choice transfer, victim of sexual assault transfer, bullying victim transfer, low-performing school transfer, and/or disabled student sibling transfer).

### Procedures for Intradistrict Transfer Request

Transfer request forms are available in the front office of each school or on the District website at [www.risd.org](http://www.risd.org) under the "Frequently Used Documents" tab. Parents desiring an intradistrict transfer must complete the request form and submit it to their home school for processing. Incomplete forms will be returned for completion. Transfer requests must be approved by the principals of the home and receiving schools and the superintendent's designee before a student may change schools. A condition of every approved transfer is the requirement that the student maintain prompt and regular attendance, that the student maintain good behavior, and that the parent, cooperate with the receiving school.

The superintendent's designee(s) will attempt to make a decision on a transfer request within 60 days after a completed request is received. However, the

District may delay a decision when the District determines a delay is necessary to properly consider relevant information and operational needs. The receiving school principal will notify the parent of approved requests. The home school principal will notify the parent of a denied request.

### Timelines

Transfers are effective for the beginning of a semester. A request to transfer made after the beginning of a semester will not be considered for that semester except under extenuating circumstances. Requests must be filed by the following deadlines:

*Elementary* - Transfer requests for the fall semester will be accepted between April 1 and August 15 of each school year. Transfer requests for the spring semester will be accepted between October 1 and December 15 of each school year.

*Secondary* - Transfer requests for the fall semester will be accepted between January 1 and March 1 of each school year. Transfer requests for the spring semester will be accepted between October 1 and December 15 of each school year.

### Considerations of Transfer Request

In evaluating each transfer request, RISD will consider:

- individual needs of the student and reason provided on the transfer request;
- student's behavior and attendance history;
- overall effect the transfer will have on the home and receiving school;\*
- student's need for special instructional services not provided at the home school;
- medical condition of the student as described in a letter from the student's medical provider (letter must be submitted with the transfer request);
- a family request to have similar age siblings attend the same school;
- building capacity and any planned renovation projects;
- current enrollment, growth projections, and boundary issues;
- a request to allow a student who has moved to another RISD school attendance area to continue to remain in the current school he/she has been attending;
- teacher allocations and class size; and/or
- other factors relevant to a particular transfer request.

\* RISD will not increase staffing allocations to accommodate transfer requests. Consideration of the effect of the transfer may differ at elementary and secondary schools:

Elementary - To ensure space is available at a campus for students who reside in the attendance area, RISD generally will deny a request seeking a transfer to campuses where the affected grade level enrollments are projected at 90 percent or greater of class size expectations (grades K - 4, 22 students per class; grades 5 - 6, 28 students per class).

Secondary - A variety of factors will be considered to determine whether the transfer would negatively affect the particular campus's ability to maintain reasonable class sizes.

## **Transportation**

RISD does not provide transportation for transfer students unless otherwise required by law. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.

## **Rescission of Transfer**

An Intradistrict Transfer is a privilege. Approved transfers may be rescinded by the principal where the student is enrolled due to the following reasons:

- Student becomes a disruption to school operation and/or a detriment to the learning of other students;
- Student fails to maintain good conduct and behavior;
- Student has excessive tardies and/or absences;
- Lack of parental cooperation;
- Change of the student's residence;
- Falsification of residency, transfer, or enrollment documents; and/or
- Other relevant reasons determined by the building principal.

## **Change of Residence**

Transfer forms must be completed when a student moves into a new RISD home school area but wants to remain in the school he or she has been attending. A student is considered a transfer student subject to the transfer rules beginning at the time a request is approved. A new transfer is required when a student wants to change schools.

## **Athletic and Other Extracurricular Participation**

A student may not transfer for the purpose of participation in extracurricular activities.

Athletics - Transfer students are not eligible for varsity athletic participation (per UIL regulations) for one year from the date the student begins in attendance at the new school. Transfer students will be eligible for sub-varsity athletics provided the transfer is not for athletic purposes and the UIL "Previous Athletic Participation Form" is signed by both the sending and receiving schools. Transfers must be completed prior to the start of practices for sports in question. If the transfer takes place after the start of the season, the athlete will be placed in off-season.

Academic/Performing Arts Programs - To be eligible for other extracurricular activities, transfer students must be enrolled and attending the transfer school fifteen calendar days prior to the application deadline for tryouts or election.

Other - Eligibility for activities not regulated by UIL will be determined by RISD guidelines for the specific program and/or any national or state regulations of the activity or organization.

## **Appeal of Denial of Transfer Request**

A parent/legal guardian who is not satisfied with a decision regarding a transfer request may appeal the decision by submitting a letter describing the reasons for appeal to the appropriate Assistant Superintendent of Curriculum and Instruction. A review committee from the RISD Student Services Department will consider the appeal. Appeals must be submitted in writing no later than three (3) school days of the initial denial. A parent who is not satisfied with the decision of the appeal committee must follow *Board Policy FNG* to seek further review of the administrative decision.



# Intradistrict Transfer Request

Richardson ISD - 400 S. Greenville Ave. - Richardson, TX 75081

Elementary  Secondary

Return this completed request form to the home school principal's office. Incomplete forms will not be considered. The home school principal will forward the form to the receiving school's principal. The receiving school's principal will forward the form to the Superintendent's Designee. Notification of the decision for a transfer request will in most instances be communicated within sixty (60) days after a completed form is received. Transfer students are not eligible for transportation to or from school.

Effective School Year (YY-YY)

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Parent contacted by \_\_\_\_\_  
School Rep. Initials \_\_\_\_\_ Date \_\_\_\_\_

RISD Student ID Number (For school use only)

### STUDENT INFORMATION

Last Name

First Name

M.I.

Gender (M/F)

Date of Birth (MM DD YY)

-  -

Current Grade

Grade for Trf Year

School Currently Attending

Request Transfer From (Home School)

Request Transfer To (Receiving School)

Reason for Request (Attach required documentation, if any.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Street Address

Apartment

City

Zip

Home Phone Number (Include area code)

Business Phone Number (Include area code)

Last Name of Parent or Guardian

First Name of Parent or Guardian

*My signature certifies that the information on this form is true and correct; that I have read the Summary of Transfer Conditions as stated on pages 1-3, and that I understand that compliance with them is a condition of transfer.*

Signature of Parent or Guardian

Date

### For School Use Only

Home School Principal's Comments and Signature

Date Signed

Receiving School Principal's Comments and Signature

Date Signed

Superintendent's Designee

Date Signed

FINAL DECISION

ATHLETIC PARTICIPATION

\_\_\_\_\_ Eligible Sub-Varsity Only for One Year w/ Approved Forms

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Eligible All Levels w/ Approved Forms

\_\_\_\_\_ Not Eligible for One Year Varsity or Sub-Varsity

Parent Notification Date  
By Receiving School Principal

Entered in SIS  
By Receiving School

Transfer  
Reason Code

Verified

If Rescinded,  
Date and Reason

The Superintendent's designee will provide a copy of the completed transfer form to each principal once the request is finalized.