

Lewisville ISD INTRA-DISTRICT TRANSFER GUIDELINES:

Per Board Policy FDB (LOCAL), A student who wishes to attend a school other than as assigned for his or her attendance zone can file a request for transfer through Community Services.

The applicant should give careful consideration to this transfer request and should fully understand the rules and regulations and investigate the future eligibility of the student as affected by local District guidelines and University Interscholastic League (UIL) rules.

Transfers will be considered subject to the following conditions.

1. Intra- district transfer requests originate in the office of Community Services during an open transfer window for current students or prior to enrollment in LISD for new students. **Transfers are not accepted outside the open enrollment windows or during the school year for currently enrolled students.**
2. Approval or denial shall be based on space availability, at least 95% attendance (considering full/partial day absences and late arrivals) during the current or most recent school year, passing all subjects/courses, and a record of no persistent misbehavior, placement in DAEP, or expulsion in the most recent school year.
3. Once approved transfers are effective for all years remaining at that campus unless specified otherwise, the school becomes overcrowded, or the principal revokes the transfer. No renewal of a transfer is necessary while attending this campus. If the enrollment of a school or class reaches capacity, Lewisville ISD administration reserves the right to return transfer students to their home school. **An approval of one transfer does not guarantee nor imply the approval of future transfers to the next feeder school.**
4. The parent and student accepting a transfer agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. School bus transportation is **NOT** provided to transfer students. Transfer students must be delivered and picked up on time. **The school principal may revoke a transfer and return the student to the home school if there are excessive absences, tardies, or occasions when the student is picked up late, if the student violates disciplinary rules at the new school, or if there is a lack of parental cooperation. Revocation of a transfer may not be appealed beyond the building principal.**
5. Transfer students are subject to the University Interscholastic League (UIL) rules and local District guidelines. A student may not transfer to a different school for the primary purpose of participation in extracurricular activities. Detailed eligibility guidelines are available and should be investigated fully. A student who participates in extracurricular activities must clearly indicate the intent to participate and the history of schools attended to assist in the determination of eligibility. **Transfer students in grades 6-8 may participate in all activities.**

Athletics: In most cases transfer students in grades 9-12 can expect to be ineligible to participate in varsity level competitive athletics for a period of at least one year from the first date of attending the new campus. See Board Policy FDB (LOCAL). Transfer students who elect at a later time to reverse their transfer and return to the home campus will be ineligible for a period of one year from the date of first attending classes at the home school. A transfer form must be approved to return to the home school.

6. The transfer process is **NOT** applicable to students **PLACED** on a particular campus to receive special education or other specific district educational services.
7. Transfer applications will be approved or denied by Community Services. Parents will be notified by email of the approval or denial of the transfer request as well as the appeal process for denied transfers.