

## OUT OF DISTRICT TRANSFER GUIDELINES:

Per Board Policy FDA(LOCAL), A nonresident District employee or an employee of a business with which the District contracts for transportation or custodial services may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis.

Much consideration should be given on the part of the applicant as related to this transfer request. The applicant 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. Inter-district transfer requests originate in the office of Community Services.
2. Approval or denial shall be based on space availability, parent providing documentation from the current or most recent school year of at least 95% attendance, passing all subjects/courses and state mandated test. The District shall require a record of no persistent misbehavior, placement in DAEP, or expulsion in the most recent school year.
3. Once approved, an inter-district transfer is effective for a **maximum of one regular school year** at a time, unless specified otherwise, the school becomes overcrowded, or the principal revokes the transfer. If the enrollment of a school or class reaches capacity, Lewisville I.S.D. Administration reserves the right to return transfer students to their home district. **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 district 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. Elementary transfer requests will not be approved if the transfer would cause the receiving campus to be out of compliance with the state mandated 22/1 pupil teacher ratio or if any campus is above optimum capacity. **Unless there are extenuating circumstances, transfers are not granted during semesters for currently enrolled students.**
6. Transfer students are subject to the University Interscholastic League (UIL) rules and local District guidelines. A student may not transfer to Lewisville ISD 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 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.

7. The transfer process is **NOT** applicable to students **PLACED** on a particular campus to receive special education or other District educational services.
8. 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. Parents will also be notified in writing of the appeal process for denied transfers.