

## Lewisville ISD INTER-DISTRICT TRANSFER GUIDELINES:

Per Board Policy FDA (LOCAL), the district will consider requests for transfers from students who reside outside the boundaries of LISD. Per Board Policy FDB (LOCAL), the district will consider transfer requests from non-resident employees and employees of business with whom the district contracts for custodial or transportation 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:

1. School to school transfers are not permitted during the school year. Transfers may be requested during the following times:
  - a. Current LISD students: for the following school year during an open transfer window
  - b. Current LISD students who have moved and want to remain at their current campus: year-round AFTER the move
  - c. New LISD students: year-round PRIOR to enrollment/attendance  
\*mid-year transfers from a student attending and residing in a neighboring public school district might not be accepted\*
2. Approval shall be based on the following:
  - a. Available space at the requested campus and future schools in the feeder pattern, as determined by the district
  - b. In the prior year, the student had no more than 8 unexcused absences and no more than 10 unexcused late arrivals to school and total attendance was 90% or better
  - c. In the prior year, the student was not expelled or placed at DAEP, and did not engage in persistent misbehavior (3 or more office referrals)
  - d. Passing all classes (most recent semester for secondary, most recent yearly average for elementary)
  - e. Other geographic, grade level, and enrollment considerations as determined by the district
3. Once approved an inter-district transfer is effective for **one regular school year** at a time, unless specified otherwise, the school becomes overcrowded, or the district revokes the transfer. If the enrollment of a school or class reaches capacity, Lewisville ISD administration reserves the right to return transfer students to their home district. **An approval of one transfer for one year does not guarantee the approval of a transfer in future school years.**
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. Requesting and accepting a transfer constitutes a parent's assurance that safe and timely transportation will be provided to and from the approved campus. **A transfer may be revoked if the parent does not provide safe and timely transportation.**
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. 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.
6. Transfer applications will be approved or denied by Community Services. Parents will be notified, usually by email, of the approval or denial of the transfer request as well as the appeal process for denied transfers.
7. Transfers may be revoked at any time if the Superintendent or designee determines the student is in violation of transfer policy criteria, a return to the zoned campus is in the student's best interest, or a school no longer has available capacity.