
Administrative Transfer Guidelines

In-District, Out-of-District, & Employees



Terms/Definitions

In-District Transfer

A transfer of a student who is a resident of Frisco ISD from the campus at which the student would be assigned based on their residence address to another campus within Frisco ISD, as such campus is assigned by Frisco ISD. In-District Transfers are governed by Frisco ISD Board Policy FDB and these guidelines.

Out-of-District Transfers

A transfer of a student who is a non-resident of Frisco ISD from the district to which they would be assigned based on their residence address to a campus within Frisco ISD, as such campus is assigned by Frisco ISD. Out-of-District Transfers are governed by Frisco ISD Board Policy FDA.

Employee Transfer

A transfer of a student who is the child of a Frisco ISD employee who is a non-resident of Frisco ISD from the district to which the student would be assigned based on their residence address to a campus within Frisco ISD, as such campus is assigned by Frisco ISD and in accordance with the workplace location of the employee parent OR a transfer of a student who is the child of a Frisco ISD employee who is a resident of Frisco ISD from the campus at which the student would be assigned based on their residence address to another campus within Frisco ISD, as such campus is assigned by Frisco ISD and

in accordance with the workplace location of the employee parent. Employee Transfers are governed by Frisco ISD Board Policy FDA and these guidelines.

General - For ALL Transfer Types

- Transfers are a privilege, not a right. Transfers may be denied or revoked at any time in accordance with District policy, these guidelines, and the written transfer agreement.
 - For In-District students, the student retains the right to attend a District school based on their residence address.
 - For Out-of-District and Employee non-resident students, the student retains the right to attend school in the district assigned based on their residence address.
- Transfer requests may be submitted once annually during the transfer request window. All transfer requests submitted outside of the annual transfer request window will be denied, except as noted below for Employee transfer requests and Servicemember/Peace Officer requests.
- Transfer requests must be submitted through the District's transfer request process and must be completed in full, including submission of any documentation requested by the District to establish eligibility for a transfer.
 - Transfer requests that are not completed in full will be denied.
 - Incomplete transfer requests which are denied may be completed in full and resubmitted if the completed request is submitted before the close of the annual transfer request window.
 - First-come-first-serve priority for a transfer approval will be established based on the time at which the completed transfer request is received.
- Each student requesting a transfer must meet transfer eligibility
 - Transfer eligibility will be determined after a student receives a provisional acceptance based on the District's initial determination as to campus capacity. Provisional acceptance does NOT guarantee a transfer request will be approved.
 - Transfer requests submitted on behalf of siblings will be evaluated on their individual merit. Approval of a transfer request for one sibling does not guarantee approval of a transfer request for all siblings.
 - Parents/guardians who submit transfer requests for more than one child may accept or reject a provisional acceptance for each student transfer individually and must submit eligibility documentation as requested by the District for each student.
- All students and parents/guardians whose transfer requests are provisionally accepted must provide all documentation requested by the District to establish transfer eligibility, meet all transfer eligibility requirements, and enter into a written transfer agreement with the District prior to their transfer being effective.

- Students or parents/guardians who violate the terms of the written transfer agreement will be subject to immediate transfer revocation and will not be eligible to apply for a transfer in subsequent years.

In-District Transfers

- In-District transfer requests to be admitted into grades Kindergarten through 8th grade to campuses that are projected at less than capacity, based on the District determination as to capacity, will be granted for any and all reasons.
- In-District transfer requests will be accepted and approved until the selected campus reaches capacity, based on the District's determination as to capacity. Once a selected campus has reached capacity, all transfer requests to that campus will be denied.
- All In-District transfer requests to be admitted into grades Kindergarten through 8th grade to campuses at or above capacity will be denied.
- All In-District general high school transfer requests will be denied.
- The residence address which qualifies a student for an In-District transfer may be verified by the District at the time the transfer request is submitted and as needed by the District to verify continued eligibility for student enrollment, including at registration and/or at any other time the District may need to verify residency.
- Once an In-District transfer has been approved, the student may remain at the assigned campus for the duration of the grade levels available at that campus provided the student remains a resident of the District, adheres to the terms of the written transfer agreement, the Student Code of Conduct, and District policy.
- When an In-District student completes all grade levels available at a campus assigned through the transfer process, the student must complete an In-District transfer request if the student wishes to attend a higher-grade feeder pattern campus associated with the campus the student previously attended under a transfer if such feeder campus is not already associated with the student's residence address. An approved transfer to a lower-grade campus does not guarantee approval of a transfer request to the associated higher-grade feeder pattern campus.
- An In-District student who has completed grade 11 but whose residence address changes thereafter, resulting in a change to residence-based campus assignment, will be permitted to continue in attendance at the campus previously attended for grade 11 for all of grade 12 without being required to submit an In-District transfer application. Such grade 12 students will be required to sign and abide by the terms of a written transfer agreement to remain eligible to attend grade 12 at the same campus attended during grade 11.

Out-of-District Transfers

- Out-of-District transfer requests to be admitted into grades Kindergarten through 7th grade may be submitted for the campuses identified by the District as open for Out-of-District transfers.
- Out-of-District transfer requests may be submitted beginning when the annual transfer application window opens. Out-of-District transfer requests will be time-stamped based on the date and time of initial, completed submission.
- All Out-of-District transfer requests received by the Priority deadline established by the District will be entered into a randomized lottery pool. On the published lottery draw date, students whose Out-of-District transfer requests were submitted by the Priority lottery deadline will be selected for provisional acceptance on a random basis until the identified campus(es) reach capacity, based on the District's determination as to capacity.
- Applicants who submitted an Out-of-District transfer request prior to the Priority deadline who are not selected through the Priority lottery due to campus capacity will be placed on a transfer waitlist for the campus(es) identified on the transfer request application. Waitlisted students will be notified of a provisional acceptance as seats become available on a first-come-first serve basis based on the time-stamp of their initial, completed transfer request submission.
- Out-of-District transfer requests will continue to be accepted after the Priority deadline. Applications submitted after the Priority deadline will be processed until the annual transfer window closes (the "Regular deadline"). Regular deadline transfer requests will be provisionally accepted or placed on the Waitlist based on campus capacity at the time of the transfer request submission where transfer requests submitted after the Priority deadline but before the Regular deadline will be processed solely on a first-come-first-served basis rather than by lottery.
- All Out-of-District transfer requests to be admitted into grades Kindergarten through 7th grade to campuses not identified as open for Out-of-District transfers will be denied.
- Out-of-District transfer requests to be admitted into grades Kindergarten through 7th grade to campuses identified as open for Out-of-District transfers which have already reached capacity will be Waitlisted. Out-of-District transfer requests which have been Waitlisted will receive a notice of provisional acceptance or denial by no later than August 1.
- All Out-of-District general high school transfers requests will be denied.
- Eligibility documentation to demonstrate that a student qualifies for an Out-of-District transfer must be provided by the parent/guardian on behalf of the student in a timely manner. Eligibility for an Out-of-District transfer may be verified through documentation by the District following a student's provisional acceptance and at any time, as needed by the District, to verify a student's continued eligibility for enrollment.
- Out-of-District transfers are approved on an annual basis. Once an Out-of-District transfer has been approved, the student may remain at the assigned campus for the duration of the current

school year provided the student remains eligible, per the eligibility criteria described below, the student and parents/guardians adhere to the terms of the written transfer agreement, the Student Code of Conduct, and District policy.

- Out-of-District transfer students who wish to remain with the District for subsequent years must submit an Out-of-District transfer request each year during the annual transfer request window. Approval of a transfer request in a previous year does not guarantee approval of a transfer request in subsequent years to the same or to another Frisco ISD campus.
- Out-of-District transfer students who are the children of Servicemembers or Peace Officers, as such terms are described by Texas Education Code §25.0344, may seek admission to District schools in the same manner as other Out-of-District transfer students and shall be evaluated for eligibility in the same manner as other Out-of-District transfer students, provided however, the children of Servicemembers or Peace Officers who become Service Members or Peace Officers in the State of Texas after the annual transfer request window or experience a change in law enforcement employer or service branch after the annual transfer request window may submit a request for their student to be admitted to the District at the time of hire or service branch reassignment. As per Employee Transfers, the children of Servicemembers or Peace Officers may seek admission to grade levels K to 12. Out-of-District transfer students who are the children of Servicemembers or Peace Officers shall be assigned to a campus by the Superintendent or designee and are not guaranteed admission to the District nor admission to a particular school within the District, except as required by statute if the transfer is under an interlocal agreement as described in Section 25.035 of the Texas Education Code. Servicemembers or Peace Officers parents/guardians should be aware that high school transfers may prohibit their student from participating in activities that base eligibility upon established residence, including UIL and other residence-based activities.
- An In-District student who becomes an Out-of-District student after completing grade 11 in the District will be permitted to continue in attendance at the same school for all of grade 12 without being required to submit an Out-of-District transfer application. Such Out-of-District grade 12 students will be required to sign and abide by the terms of a written transfer agreement to remain eligible to attend grade 12 with the District.

Out-of-District Transfer Eligibility

To be eligible for an Out-of-District Transfer, the student must meet the following criteria:

- Resident of the State of Texas at the time of transfer request submission.
- In the prior two (2) academic years, the student had no more than 8 unexcused absences per year and no more than 10 unexcused late arrivals or late pick-ups to and from school.

- In the prior academic year, the student's total attendance was 90% or better, including both excused and unexcused absences.
- In the prior academic year, the student was not expelled and did not attend JJAEP, was not placed at DAEP and did not attend DAEP, and did not exhibit persistent behavior concerns (3 or more office referrals).
- Student demonstrates appropriate academic progress, as demonstrated by passing grades in most core academic subjects and satisfactory scores on standardized assessments, if applicable.
- Student's admission would not require the District to hire new staff, reassign existing staff, or provide specialized training to existing staff at the campus and grade level indicated in the transfer request and campus assignment.

To demonstrate eligibility for an Out-of-District transfer, documents demonstrating eligibility in all categories above must be submitted within the timeline provided by the District. Failure to timely submit documents verifying eligibility will result in a denial of the associated transfer request.

Employee Transfers

- Employee transfer requests for existing employees must be submitted during the annual transfer request window. Employees must be in good standing with the District at the time the transfer request is submitted or the request will be denied.
- Employees who are hired after the annual transfer request window or whose workplace is reassigned after the annual transfer request window may submit a transfer request for their student at the time of hire or at the time of the workplace reassignment.
- Employee transfer requests to campuses that are projected at less than capacity, based on the District determination as to capacity and in accordance with the employee's workplace will be granted.
- An employee who wishes to request their child attend a District campus other than at a school associated with the employee's workplace campus feeder pattern must submit a transfer request in accordance with the guidelines described above for In-District transfer requests. Employee transfer requests outside of the employee's workplace campus feeder pattern are not guaranteed.
- Employees who separate from employment with the District will lose their option to an Employee transfer of their student. Any such student transfer will be revoked upon the employee's separation of employment.
- Once an Employee transfer has been approved, the student may remain at the assigned campus for the duration of the grade levels available at that campus provided the employee remains

employed by the District, the student and parents/guardians adhere to the terms of the written transfer agreement, the Student Code of Conduct, and District policy.

- Employees should be aware that high school transfers may prohibit their student from participating in activities that base eligibility upon established residence, including UIL and other residence-based activities.

Transportation

- Parents/guardians whose In-District transfer requests are approved will be responsible for providing transportation to and from the campus unless a student's individualized education plan (IEP) includes special transportation.
- Parents/guardians whose Out-of-District or Employee transfer request is approved will be responsible for providing transportation to and from the campus. Frisco ISD will NOT provide specialized transportation as a related service under an IEP for Out-of-District and non-resident Employee students because such specialized transportation as a related service is available in the student's home district. Out-of-District transfers and Employee transfers are a privilege, not a right.
- Transfer students must be delivered and picked up from their assigned campus and/or activities on time. Requesting and accepting a transfer constitutes a parent/guardian's assurance that safe and timely transportation will be provided to and from the approved campus. A transfer may be revoked if the parent/guardian does not provide safe and timely transportation.

UIL and Other Residence-Based Eligibility

- Transfer students are subject to the University Interscholastic League (UIL) rules and local District guidelines for extracurricular participation and other residency-based activities.
- A student may not transfer to a different school for the primary purpose of participation in extracurricular activities.
- Detailed eligibility guidelines are available through the relevant activity or UIL and should be investigated fully by the parent.
- 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.
- In most cases, non-resident Employee-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 a new campus. High school transfers for non-employee students are not available.

Revocation

- Transfers may be revoked at any time if the student or parent violates the terms of the written transfer agreement, the Student Code of Conduct, or District policy.
- If a student's data indicates the student may lose eligibility for a transfer mid-year due to repeated behavior concerns, lack of academic progress, or attendance issues, the campus may provide notice to the parent of the possible loss of transfer eligibility. If the behavior, academic, and/or attendance concerns do not adequately improve in a timely manner, the transfer may be revoked mid-academic year or revoked effective at the end of the then-academic year, at the discretion of the campus principal.
- A transfer of any kind may be revoked immediately, without prior notice from the campus principal, in the event of a serious behavior incident or incident involving the student or their parent that jeopardizes the safety of the campus or District.
- An Employee transfer may be revoked immediately upon the employee's separation of employment.
- If a transfer is revoked either mid-academic year or at the end of an academic year, the student will be ineligible for a transfer in future academic years.
- Transfer revocations will be provided in writing.

Appeals

Transfer approval, denial, or revocation decisions, and campus assignment decisions are not appealable. Any appeal regarding other transfer-related concerns shall be made in accordance with FNG(LOCAL) or GF(LOCAL), as appropriate. Students must attend the campus or district assigned based on their residence address during the pendency of any such appeal.