

NORTHWEST INDEPENDENT SCHOOL DISTRICT Intradistrict Student Transfers

Students may be granted a transfer request from their home school attendance area to an assigned campus under specific circumstances. An intradistrict transfer application shall only be accepted if the request for transfer is in compliance with these guidelines.

NISD INTRADISTRICT TRANSFER POLICY

Transfer Process

The parent/guardian may request, by written petition, the assignment of a student to a campus other than the home campus in the attendance zone in which the student resides. An INTRADISTRICT TRANSFER APPLICATION may be obtained from the Northwest ISD Web site, www.nisdtx.org at any campus within the district or at the office of the Executive Director of Student Services located in the Northwest ISD Administration Building.

Only one transfer may be granted in any given school year. The application must be complete for the transfer to be considered and must be submitted to the Executive Director of Student Services.

Open/Closed Campus Policy

The Board shall approve which campuses will be open or closed for transfers each year. If a previously open campus becomes designated as a closed campus for transfers, students who had a prior approved transfer and are currently attending that campus will be allowed to continue under the provision allowed by this policy.

Bona Fide Residence

A student's bona fide residence shall be defined as the domicile which is the student's fixed, permanent, and principal housing for legal purposes. A student does not establish a bona fide residence by living in the district or a particular attendance zone for only a portion of the week or only on school days unless this arrangement is specified in a divorce decree or other court order.

Length of Approved Transfers/Renewals

Once a transfer is approved, the student is to remain in the school feeder zone (elementary, middle school, and high school) assigned unless the transfer is revoked for one of the reasons specified for revocation. The parent/guardian may elect a one-time option to request a transfer returning to the student's home attendance zone.

Reasons for Approval

The following are acceptable reasons for granting approval of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):

Change In Residence

- Remain at current school until end of current school year.
- **Temporary Transfer Based on Future Residence**

Pending acquisition of a home with the move to be completed within six months and all necessary documentation has been provided. A transfer request under this provision shall be limited to a time interval of six months before the official change of residence. The application must be submitted accompanied by the contract with the builder/seller and verification of loan approval (other documentation may be requested by the Executive Director of Student Services).

Other Acceptable Reasons

- A district employee or an employee of a district contracted service for custodial, food, or transportation services may transfer his/her child(ren) to the school closest to his/her work site. The school closest to the employee's work site is determined by the Executive Director of Student Services.
- With an approved transfer, a district employee or an employee of a district contracted service for custodial, food, or transportation whose job location changes due to reassignment may elect a one-time option to leave his/her child(ren) at the current campus.
- Siblings may attend the same school that another sibling currently attends.
- With prior year approval for a transfer, a parent/guardian may elect a one-time option for a sibling to complete his/her education at the current campus, except in the case of rezoning.
- Serious medical, mental, or psychological health conditions are approved rea-

Q&A

The opening of the district's second high school, Byron Nelson High School, is sparking new questions regarding Northwest ISD's intradistrict transfer policy. Please review the following frequently asked questions.

Q: If a student who lives in the Byron Nelson High School attendance zone will be an eleventh- or twelfth-grade student at Northwest High School and has a younger sibling, may that younger sibling attend Northwest High School?

- For 2009-2010, ninth- and tenth-grade students who live in the Byron Nelson High School attendance zone but whose sibling is in the eleventh- or twelfth-grade at Northwest High School will have the option of attending BNHS or NHS. Transportation will be provided for these students in 2009-2010 and 2010-2011. The parent/guardian must complete the intradistrict transfer application to be eligible for this intradistrict transfer.
- Students who meet the provision listed above and opt to transfer to NHS will be allowed to remain at NHS through their graduation as long as the intradistrict transfer application process is complete and the transfer has not been revoked for one of the reasons for revocation.
- Transportation will not be provided after 2010-2011 for students attending Northwest High School but residing in the Byron Nelson High School attendance zone.
- Families should complete the intradistrict transfer application for Northwest High School based on an older sibling by February 1, 2009.

Q: May students request a transfer to attend the high school that is outside of their attendance zone?

In addition to the situation listed in above, other students who live in the Northwest High School attendance zone may request a transfer to attend Byron Nelson High School. Likewise, students who live in the Byron Nelson High School

sons for an intradistrict transfer if documented by appropriate medical personnel and if the student's identified needs cannot be met at the home campus. Students must be referred for an appropriate evaluation as dictated by federal law (transfer decisions will be delayed until legal requirements are met).

- A student may receive an intradistrict transfer if he/she is the victim of a documented physical assault and if the student committing the assault is at the victim's home campus.
- When documented and unresolved student conflicts exist and cannot be addressed at the home campus, an intradistrict transfer may be approved.

Reasons for Denial

The following are reasons for denial of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):

- Overcrowded conditions at receiving campus or requires employment of additional staff.
- Record of poor attendance, late arrivals, late pick ups, and/or disciplinary infractions at home campus.
- For the purpose of participating in an extra-curricular activity at receiving campus.
- Previous transfer already granted for the current school year.
- Falsification of information.
- Failure to meet deadlines.
- Failure to meet district criteria for an intradistrict transfer.

Reasons for Revocation

The following are reasons for revocation of an intradistrict transfer in accordance with Board Policy FDB (LOCAL):

- Repeated failure to abide by the rules specified in the Discipline Management Plan and Student Code of Conduct or the student commits a disciplinary infraction that mandates removal to an DAEP or JJAEP.
- Documented pattern of late arrivals, late pick ups, and/or poor attendance.
- Falsification of information. Falsification of records will result in revocation of transfer and possible legal action for tampering with government records. Proof of residence is determined by the student's bona fide residence.

Transportation/UII

Northwest ISD shall not provide transportation for approved intradistrict transfers. Transportation will be the responsibility of the parent/guardian.

The district may provide transportation for an intradistrict transfer student who resides in an area currently served by an existing bus route. Buses for special education and the academic academies do not qualify as existing district bus routes.

Participation in UIL activities shall be in accordance with all applicable UIL regulations and Board Policy FMF (LOCAL). Parents/Guardians should contact the Executive Director of Health, Physical Education, and Athletics or the Director of Bands to verify if a student will still be eligible for UIL participation at the new campus.

Appeals Process

District Transfer Committee

If the intradistrict transfer is denied, the parent/guardian to the student may appeal the decision to a District Transfer Committee. Within five (5) business days of receiving notification, an appeal must be submitted in writing to the Executive Director of Student Services at the Northwest ISD Administration Building.

The District Transfer Committee will be composed of three (3) central administrators. At the time of the request for appeal, the parent/guardian should also submit any additional written information that may assist the appeal committee.

The members of this committee will hear the appeal, review the written application, and render a ruling on the transfer request within five (5) business days of the hearing. The parent/guardian to the student will receive written and/or verbal notification of the Committee's decision.

Board Appeal

If the transfer is denied, the individual initiating the written petition may appeal the District Transfer Committee's decision to the Board of Trustees by submitting a written request to the Superintendent within three (3) business days after notification of the transfer decision. The parent/guardian will be notified of the time and place for the transfer appeal hearing which shall be held within 30 days after the receipt of the written petition for appeal. While the Board will make the decision based upon the information contained in the written application, the petitioner will be given ten minutes to make a verbal statement to the Board regarding the transfer application.

The decision of the Board is final, unless the student or the parent/guardian files an objection to the decision as constituting a denial of any right of the student guaranteed under the US Constitution. If such objection is filed, the Board may reconsider its decision before the 16th day after the date of the filing; if the Board does not act on the objection within that time, the objection is considered overruled.

attendance zone may request a transfer to attend NHS. Information regarding transfers may be obtained from the Northwest ISD Office of Student Services.

Q: May students whose parents are teachers at either of the high schools attend the high school where their parent teaches?

Northwest ISD allows the children of employees who are staff members on a campus to attend school where their parent works. The intradistrict transfer application for this request is required for employees who live in the district. Employees who live outside of the district should complete the interdistrict transfer application.

Q: Will varsity sports be offered at BNHS in 2009-2010?

All UIL individual and team sports will be offered at BNHS. Team sports will be offered at the junior varsity level at BNHS in 2009-2010. Individual sports will be offered at the junior varsity and varsity level. In 2010-2011, all team and individual sports will be offered at the junior varsity and varsity levels.

Q: May a 2008-2009 ninth-grade varsity player at NHS who lives in the BNHS attendance zone choose to stay at NHS?

All students who live in the BNHS attendance zone are expected to attend BNHS. Students may request a transfer to attend a school other than the one in which they reside; however, there is no guarantee that a transfer will be granted. Guidelines which dictate the approval of transfers are available through the Northwest ISD Office of Student Services.

For additional information regarding Northwest ISD's Intradistrict Transfer Policy or to receive an application, please contact:

The Office of Student Services

www.nisdtx.org

817.215.0083

**Mailing Address:
PO Box 77070
Fort Worth, Texas 76177**

**Physical Address:
2001 Texan Drive
Justin, Texas 76247**