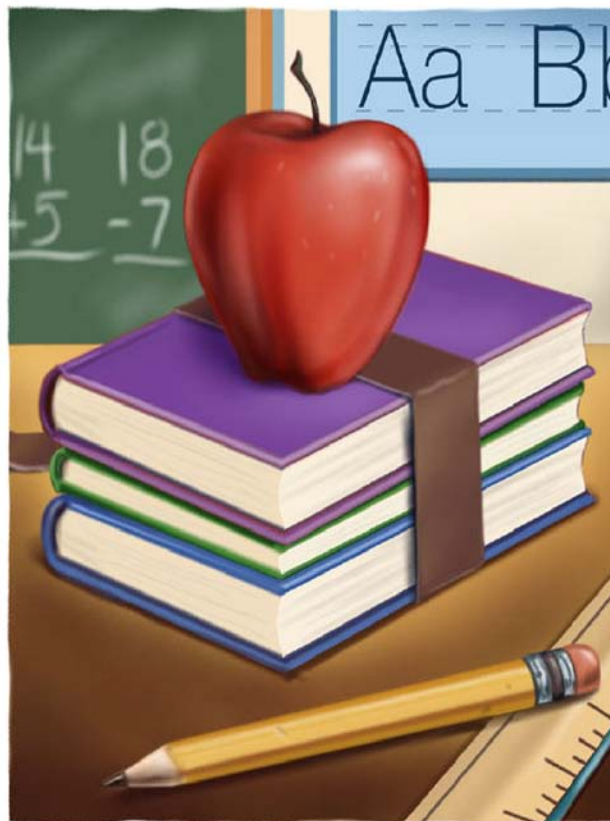


2011-2012 Student Intra-district Transfer Guidelines



Admissions & Attendance Department

Minnie O. Zamora, Administrator

March 30, 2011



Minnie O. Zamora
Administrator

**ADMINISTRATIVE GUIDELINES FOR STUDENT TRANSFERS
Intra-district Application Procedures**

Timelines

Intradistrict transfers involve parents residing within Brownsville I.S.D. who request that their child be granted permission to attend a school outside their attendance zone. Intra-district transfer applications become available on the first business day in April until September 15th of each year at the Department of Admissions and Attendance at 708 Palm Blvd.

Intra-district Transfer Eligibility Criteria

As per policy FDB (Local), a student requesting an intra-district transfer shall meet the following criteria:

- Have passed all sections of the state-mandated assessment test or an alternative test :
(Does not apply to Special Ed. students)
- Have met attendance goal; and
- Not have been removed or expelled to OSS, BAC or JJAEP.

As per administrative guidelines, the student must also meet the following:

- Passed all classes
- Previous transfer was not revoked

Documents Required

Parents applying for a student transfer shall provide the following:

- Proof of Residence;
- Copy of student’s birth certificate;
- Photo identification card of each person submitting the application;
- Student’s school identification number or state I.D. number; and
- Clearance form for new District students from their zoned school.
- In addition, the following approved forms are required:

Type of Intra-District Transfer	Name of Forms	Page
Curriculum Transfer	Curriculum Transfer Form	4
Administrative Transfer	Administrative Initiated Transfer Form	5
District Employee	Staff’s Children Intra-district Transfer Form	6
Residence Change	Family Change of Residence Within the District	7
School Safety	School Safety Transfer Form-Victim	9
School Safety	School Safety Transfer Form-Assailant	10
School Safety	School Safety Transfer Form-Bullying	11
Intra-District	Home Campus Clearance Form for New and Pre-K Students	12

Decision

All transfer requests are valid for one school year only. Intra-district transfer applications for Special Education students will be forwarded to the Special Education Department.

If a school is officially classified as overcrowded, all intra-district transfer requests are denied at the Department of Admissions and Attendance. Parent/guardian may appeal this decision with the assigned Assistant Superintendent who will make a decision based on the reasons specified on the transfer request application.

Notification

Notification of acceptance or non-acceptance will be made no later than the first instructional day of the school year.

Space Availability

The student transfer request will be approved or denied based on the availability of space at the requested campus and grade level. School assignments are made in order to balance enrollments; however, students and their parents may request a transfer to another BISD school within the following:

1. Enrollment capacities will be observed;
2. In Kindergarten through 4th grade a class size cap of 22 to 1 ratio will be observed;
3. Overcrowded schools will not be available.

Conditions

Parents and students must assume responsibility for the following as outlined in the intra-district transfer application:

- Meet District's attendance goals (high school- 95%, middle school-96%, and elementary school 98.5%)
- Pass all classes with a grade no lower than 70
- Follow campus/district discipline rules
- Cooperate with the school staff at the transfer school
- Provide transportation for their son/daughter to the requested school, ensuring child arrives on time to class and is promptly picked up

Revocation

An approved transfer shall be revoked at the end of the six weeks grading period **(AFTER LAST DAY OF 1ST SEMESTER ONLY OR AT THE END OF THE ACADEMIC YEAR)** for the following reasons:

1. If the campus and respective grade level become overcrowded; or
2. If a parent or students fail to abide by school standards for academic progress, attendance, discipline, and cooperation with school staff.

Once a transfer has been revoked, the parent is responsible to enroll the student at the zoned campus.



DEPARTMENT OF ADMISSIONS & ATTENDANCE

708 Palm Blvd., Suite 121 Brownsville, Texas 78520 (956) 544-3966 Fax:(956) 548-8174

Minnie O. Zamora
Administrator

IntraDistrict Transfer Eligibility Form Forma de Elegibilidad Para Un Traslado de Escuela

Student: _____
D.O.B.: _____
Parent's Name: _____
Address: _____

I.D. Number: _____
Last School Attended: _____
Requested School: _____
Grade Level: _____

As per policy FDB (Local) a student requesting an intradistrict transfer shall meet the following criteria:
Según la póliza FDB (Local), un estudiante solicitando un traslado debe de cumplir lo siguiente:

	Yes	No	N/A
1. Have passed all sections of the state-mandated assessment test or an alternative test; (Does not apply to Special Ed. students) Haber pasado todas las secciones de los exámenes estatales (No se aplica a estudiantes de Educación Especial)	_____	_____	_____
2. Have met the attendance goal; and Haber cumplido con la meta de asistencia; y	_____	_____	_____
3. Not have been removed or expelled to OSS, BAC or JJAEP No haber sido colocado o expulsado a OSS, BAC o JJAEP	_____	_____	_____

Note: Failure to meet any of the above criteria makes the student ineligible for a transfer.
Nota: La falta de cumplir con los criterios antedichos hace al estudiante inelegible para un traslado.

My signature acknowledges that _____ is eligible to request a transfer to another school.
Approval for such a request will be determined by the Department of Admissions & Attendance and is based on space availability.

Mi firma reconoce que _____ es elegible para solicitar un traslado a otra escuela.
La aprobación para tal petición será determinada por el Departamento de Admisiones y Asistencia y se basa en disponibilidad de espacio.

My signature acknowledges that _____ is not eligible to request a transfer to another school due to: _____

Mi firma reconoce que _____ no es elegible para solicitar un traslado a otra escuela.
porque _____

Principal's Signature (Last School Attended)
Firma del Director (De la última escuela que asistió)

Date/Fecha

NOTE/NOTA: This form must be completed by the last school student attended. Parent must return this completed form to process transfer application at the Department of Admissions & Attendance

Esta forma debe de ser llenada por la última escuela de asistencia. El padre debe regresar esta forma completa al Departamento de Admisiones y Asistencia para procesar el traslado.



Minnie O. Zamora
Administrator

CURRICULUM TRANSFER

Student: _____
D.O.B.: _____
Parent's Name: _____
Address: _____

I.D. Number: _____
Home School: _____
Requested School: _____
Transfer Period: _____

A curriculum transfer may be allowed if a course or courses are not offered in the school in the student's attendance zone. Upon completion of the course or courses, the student shall return to his or her home attendance zone. Assignment shall be made on the basis of space availability and eligibility criteria in the particular course. (FDB Local)

Home Campus Principal _____ from _____ and
Receiving Campus Principal _____ from _____ are in
agreement that a curriculum transfer is in the best interest of the student for the following reason (s):

Sending campus Principal will explain to parents and student that they must assume responsibility for the following as outlined in the Intradistrict Transfer Application:

- Meet District's attendance goals (high school- 95%, middle school-96%, and elementary school 98.5%)
- Pass all classes with a grade no lower than 70
- Follow campus/district discipline rules
- Cooperate with the school staff at the transfer school
- Provide transportation for their son/daughter to the requested school, ensuring child arrives on time to class and is promptly picked up

An approved transfer shall be revoked at the end of the six weeks grading period (**AFTER LAST DAY OF 1ST SEMESTER ONLY OR AT THE END OF THE ACADEMIC YEAR**) for the following reasons:

1. If the campus and respective grade level become overcrowded; or
2. If a parent or students fail to abide by school standards for academic progress, attendance, discipline, and cooperation with school staff.

Sending Principal's Signature

Receiving Principal's Signature

Campus Date

Campus Date



Minnie O. Zamora
Administrator

ADMINISTRATIVE INITIATED TRANSFER

Student: _____
D.O.B.: _____
Parent's Name: _____
Address: _____

I.D. Number: _____
Home School: _____
Requested School: _____
Grade Level: _____
Transfer Period: _____

An administrative-initiated transfer may be used to address special situations involving students. **Sufficient documentation to substantiate the severity of the situation is needed.** Such transfers shall be the prerogative of campus administration as a result of an agreement between two principals. A copy of the signed agreement shall be provided to the Department of Admissions and Attendance (FDB LOCAL).

Home Campus Principal _____ from _____ and
Receiving Campus Principal _____ from _____ are in
agreement that an administrative transfer is in the best interest of student for the following reason (s):

Sending Principal will explain to parents and student that they must assume responsibility for the following as outlined in the intradistrict transfer application:

- Meet District's attendance goals (high school- 95%, middle school-96%, and elementary school 98.5%)
- Pass all classes with a grade no lower than 70
- Follow campus/district discipline rules
- Cooperate with the school staff at the transfer school
- Provide transportation for their son/daughter to the requested school, ensuring child arrives on time to class and is promptly picked up

An approved transfer shall be revoked at the end of the six weeks grading period (**AFTER LAST DAY OF 1ST SEMESTER ONLY OR AT THE END OF THE ACADEMIC YEAR**) for the following reasons:

1. If the campus and respective grade level become overcrowded; or
2. If a parent or students fail to abide by school standards for academic progress, attendance, discipline, and cooperation with school staff.

Sending Principal's Signature

Receiving Principal's Signature

Home Campus

Receiving Campus

Date

Date



Minnie O. Zamora
Administrator

STAFF'S CHILDREN INTRADISTRICT TRANSFERS
(After September 15th Deadline)

Student: _____
D.O.B.: _____
Parent's Name: _____
Address: _____

I.D. Number: _____
Home School: _____
Requested School: _____
Grade Level: _____

District employees who live within BISD may request that his or her child be transferred to the school where the parent is employed. Requests for other schools shall be based on space availability. This benefit shall become void upon termination of employment. Policy FDB (Local)

Receiving Principal will explain to parents and student that they must assume responsibility for the following as outlined in the Intradistrict Transfer Application:

- Meet District's attendance goals (high school- 95%, middle school-96%, and elementary school 98.5%)
• Pass all classes with a grade no lower than 70
• Follow campus/district discipline rules
• Cooperate with the school staff at the transfer school
• Provide transportation for their son/daughter to the requested school, ensuring child arrives on time to class and is promptly picked up

An approved transfer shall be revoked at the end of the six weeks grading period (AFTER LAST DAY OF 1ST SEMESTER ONLY OR AT THE END OF THE ACADEMIC YEAR) for the following reasons:

1. If the campus and respective grade level become overcrowded; or
2. If a parent or students fail to abide by school standards for academic progress, attendance, discipline, and cooperation with school staff.

Sending Principal's Signature

Receiving Principal's Signature

Home Campus

Receiving Campus

Date

Date



DEPARTMENT OF ADMISSIONS & ATTENDANCE

708 Palm Blvd., Suite 121 Brownsville, Texas 78520 (956) 544-3966 Fax:(956) 548-8174

Minnie O. Zamora
Administrator

FAMILY CHANGE OF RESIDENCE WITHIN THE DISTRICT
(After September 15th Deadline)

Student: _____ I.D. Number: _____
D.O.B.: _____ Home School: _____
Parent's Name: _____ Requested School: _____
Address: _____ Grade Level: _____

A student who moves into another attendance zone during the school year and provides acceptable documentation to prove that the student started the school year while living in that attendance zone may remain at that school. Parents determine whether a student with an address change remains at the initial school or is moved to the new zoned campus. Policy FDB (Local) and Administrative Guidelines dated 2/23/2010.

- 1. This notice is to inform you that your son/daughter is no longer zoned to _____ and will return to his/her zoned school on _____
2. This notice is to inform you that your son/daughter is no longer zoned to _____ however, I am granting permission for _____ to remain at _____ until _____

Receiving Principal will explain to parents and student that they must assume responsibility for the following as outlined in the Intradistrict Transfer Application:

- Meet District's attendance goals (high school- 95%, middle school-96%, and elementary school 98.5%)
• Pass all classes with a grade no lower than 70
• Follow campus/district discipline rules
• Cooperate with the school staff at the transfer school
• Provide transportation for their son/daughter to the requested school, ensuring child arrives on time to class and is promptly picked up

Receiving Principal's Signature

Parent's Signature

Campus

Date

Date



DEPARTMENT OF ADMISSIONS & ATTENDANCE

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Minnie O. Zamora
Administrator

SCHOOL SAFETY TRANSFER – VICTIM

Student:	_____	I.D. Number:	_____
D.O.B.:	_____	Home School:	_____
Parent's Name:	_____	Requested School:	_____
Address:	_____	Grade Level:	_____

The student has a right to transfer within the District from a school identified as “Persistently Dangerous” or when the student becomes a victim of a violent crime at school. A violent crime includes: FDE (LOCAL).

1. Attempted murder
2. Indecency with a child;
3. Aggravated kidnapping
4. Assault resulting in bodily injury or aggravated assault or
5. Sexual assault or aggravated sexual assault
6. Aggravated robbery

In addition, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer for their child. [See also FDE LOCAL]

Sending Campus Principal _____ from _____ and
Receiving Campus Principal _____ from _____ are in
agreement that a school safety transfer is in the best interest of the student for the following reason (s):

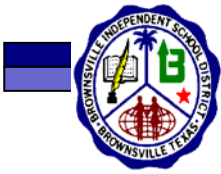
Persistently Dangerous School:

- Notify parent/student of their right to request a transfer at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student’s enrollment.
- Parent submits transfer application and campus Principal shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.
- Transfer shall be renewed so long as the campus from which the student transferred retains that designation. FDE(LOCAL)

Victim of a Violent Criminal Offense:

- Within 14 calendar days after a violent criminal offense occurs in or on the grounds of the school student attends, the District shall notify the parent of a student who is a victim of the offense of the parent’s right to request a transfer. The campus Principal shall approve or disapprove the request within 14 calendar days of its submission.
- Transfer shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned. FDE(LOCAL)

_____ Sending Principal’s Signature	_____ Date	_____ Receiving Principal’s Signature	_____ Date
_____ Respective Assistant Superintendent	_____ Date	_____ Respective Assistant Superintendent	_____ Date



Minnie O. Zamora
Administrator

SCHOOL SAFETY TRANSFER – ASSAILANT

Student:
D.O.B.:
Parent's Name:
Address:

I.D. Number:
Home School:
Requested School:
Grade Level:

If the victim of a sexual assault does not wish to transfer to another campus or district, the Board shall transfer the assailant to:

- 1. A District campus other than the campus to which the victim is assigned; or
2. The District's DAEP or JJAEP, if there is only one campus in the District serving the grade level in which the assailant is enrolled. FDE (LEGAL) & FOC(LEGAL)

Sending Campus Principal from and
Receiving Campus Principal from are in
agreement that a school safety transfer is in the best interest of the student for the following reason (s):

Receiving Principal will explain to parents and student that they must assume responsibility for the following as outlined in the Intradistrict Transfer Application:

- Meet District's attendance goals (high school- 95%, middle school-96%, and elementary school 98.5%)
Pass all classes with a grade no lower than 70
Follow campus/district discipline rules
Cooperate with the school staff at the transfer school
Provide transportation for their son/daughter to the requested school, ensuring child arrives on time to class and is promptly picked up

When the student is in danger of failing to meet these conditions, Administrator must meet with parent, student, and Probation Officer. Student will be advised that continued disregard of these conditions may result in a change of placement.

Sending Principal's Signature Date

Receiving Principal's Signature Date

Respective Assistant Superintendent Date

Respective Assistant Superintendent Date



Minnie O. Zamora
Administrator

SCHOOL SAFETY TRANSFER – VICTIM OF BULLYING

Student: _____
D.O.B.: _____
Parent's Name: _____
Address: _____

I.D. Number: _____
Home School: _____
Requested School: _____
Grade Level: _____

“Bullying” means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

- 1. Will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damaged to the student’s property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating threatening or abusive educational environment for a student.

As per FDB (Legal), on request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the Board or its designee shall transfer the victim to:

- 1. Another classroom at the campus to which the victim was assigned at the time the bullying occurred; or
2. A campus in the District other than the campus to which the victim was assigned at the time the bullying occurred.

The Board or designee shall verify that a student has been a victim of bullying before transferring the student. The determination by the Board or designee is final and may not be appealed. The District is not required to provide transportation to a student who transfers to another campus under this provision.

Sending Campus Principal _____ from _____ and
Receiving Campus Principal _____ from _____ are in
agreement that a school safety transfer is in the best interest of the student for the following reason (s):

Sending Principal’s Signature Date

Receiving Principal’s Signature Date

Respective Assistant Superintendent Date

Respective Assistant Superintendent Date



Minnie O. Zamora
Administrator

Home Campus Clearance for New and/or Pre-K Students

Student: _____ I.D. Number: _____
D.O.B.: _____ Home School: _____
Parent's Name: _____ Requested School: _____
Address: _____ Grade Level: _____

Be advised that _____ parent of _____ DOB _____ is in the process of requesting an Intradistrict Transfer from the Department of Admissions & Attendance for their non-BISD enrolled child. Students not enrolled in BISD that apply for an Intradistrict Transfer must first clear registration in their zone school. We are not asking the zone school to enroll this student or enter the student information in PEIMS.

We are requesting that the zone campus clear the student for possible enrollment in a BISD school. If the student is approved for an Intradistrict Transfer, the zone school can simply keep the records on file. In the event the transfer is not approved, the zone school must enroll the student.

The zone school must review and clear registration items listed below. In addition, please initial the documents that have been cleared:

- 1) _____ Proof of Residence in Parent's/Guardian's Name
2) _____ Child's Birth Certificate
3) _____ Immunization Records
4) _____ Student I.D. Number
5) _____ Proof of Child's Grade Level (Report Card/Transcript)
6) _____ Other information deemed necessary
7) _____ Parent's/Guardian's Photo I.D.

For Pre-K Students Only: Meets eligibility criteria (Please initial)

- _____ Unable to speak and comprehend English language
_____ Educationally disadvantaged according to State standards
_____ Homeless
_____ Child of an active duty member of armed forces
_____ Child of a member of the armed forces of the U.S. who was injured or killed while serving on active duty
_____ Foster care status

The above named student is cleared to apply for a transfer.

Administrator

Zone School

Date



DEPARTMENT OF ADMISSIONS & ATTENDANCE

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Minnie O. Zamora
Administrator

NOTICE FOR REVOKING AN INTRADISTRICT TRANSFER
2011-2012

Student: _____ I.D. Number: _____
D.O.B.: _____ Home School: _____
Parent's Name: _____ Current School: _____
Address: _____ Grade Level: _____

As per policy FDB (Local) an approved transfer shall be revoked at the end of the six weeks grading period (AFTER LAST DAY OF 1ST SEMESTER ONLY OR AT THE END OF THE ACADEMIC YEAR) for the following reasons: (See Administrative Guidelines dated 3/25/2011).

- 1. An approved transfer will be revoked by a District level Administrator, for the following reasons:
a. _____ Grade level is overcrowded
b. _____ Campus is overcrowded

Signature of Designated Area Superintendent

Date

- 2. The conditions specified in the Intradistrict Transfer application for continue enrollment on this campus was violated. Specifically, the transfer is being revoked by the campus principal:

- a. Did not meet campus attendance goal () %

_____ Tardy (_____ times this year)
_____ Absence (_____ times this year)

- b. Did not pass all classes with a grade of 70 or better (Does not apply to students with special needs)

_____ Failed Class (es) (_____ times this year)
_____ Failed Courses(s) (_____ times this year)

- c. Did not follow campus/district discipline rules

_____ Referred to Office (_____ times this year)
_____ Violated Code of Conduct (_____ times this year)

- d. _____ Did not cooperate with school staff at the transfer school

- e. _____ Parent failed to provide transportation to adequately ensure child arrived on time to class and/or promptly picked up.

Your son/daughter's Intradistrict transfer is being revoked and he/she will be withdrawn on _____ and you are responsible to enroll him/her at the zoned campus.

Signature of Principal

Date



Minnie O. Zamora
Administrador

AVISO PARA REVOCAR UN TRASLADO INTRADISTRITO
2011-2012

Form fields for student information: Estudiante, Fecha de Nacimiento, Nombre de Padres, Dirección, # de Identificación, Zone Escolar, Escuela Actual, Nivel de Grado.

- 1. Según la póliza FDB (Local) un traslado aprobado será revocado al final de las seis semanas. (EL ULTIMO DIA PARA TERMINAR EL PRIMER SEMESTRE O AL FINAL DE AÑO ACADÉMICO)
2. Un traslado aprobado será revocado a nivel de un Administrador del Distrito por las siguientes razones:
a. No hay cupo en su grado
b. No hay cupo en la escuela

Firma del Asistente del Superintendente Fecha

- 2. Las condiciones especificadas en la solicitud del traslado para continuar su matrícula en esta escuela han sido violadas. El traslado será revocado específicamente porque:
a. No cumplió con la meta de asistencia de () %
Tarde () veces este año
Ausencia () veces este año
b. No cumplió con el logro de pasar las clases con grado de 70 o mejor (No se aplica a estudiantes con discapacidad)
Reprobó clase(s) () veces este año
Reprobó curso(s) () veces este año
c. No obedeció las reglas de disciplina de la escuela/distrito
Fue referido a la oficina () veces este año
Violó Código de Conducta () veces este año
d. Falta de cooperación con el personal de la escuela de traslado
e. Los padres fallaron de proporcionar el transporte para su hijo/a a la escuela indicada, asegurando adecuadamente que llegara a tiempo a clase y que lo recogieran a tiempo después de clase.

El traslado de su hijo(a) será revocado el . Usted será responsable de inscribirlo(a) en la escuela de la zona correspondiente.

Firma del Administrador Fecha