



**SCHERTZ-CIBOLO-UNIVERSAL CITY ISD**  
**ADMINISTRATIVE REGULATION**  
**ADMISSIONS-INTERDISTRICT TRANSFERS**  
**(From outside the district)**

**FDA**

***Any person who falsifies information on any enrollment form may be subject to punishment under Penal Code 37.10 and Texas Education Code 25.0001 (h), (criminal liability and payment of tuition) and may be removed from the district.***

**EXTRACURRICULAR/ATHLETIC TRANSFER ELIGIBILITY:**

University Interscholastic League guidelines on eligibility as it relates to transfer students shall be followed for all extracurricular activities. Parent are expected to contact the SCUC ISD Athletic Department regarding any questions about University Interscholastic League guidelines on eligibility as it relates to transfer students.

**Per Board Policy FDA (LOCAL) – District transportation shall not be provided for interdistrict transfer students.**

The superintendent or designee (as indicated below) shall be permitted to approve/disapprove student transfer requests:

**Authorized Designees:**

- Deputy Superintendent
- Executive Director of Secondary Education
- Executive Director of Elementary Education
- Campus Principal (campus classroom changes only)

**INTERDISTRICT TRANSFERS, CONTINUATION REQUESTS AND TIMELINE:**

All interdistrict transfer requests shall:

- Be granted for one school year
- Be submitted/resubmitted annually
- An approval for one year does not guarantee nor imply the approval of future transfers to the same campus or to campuses in the feeder pattern.
- District employee requests for the upcoming school year will be considered during April – June 14 of the prior year.
- Parent/guardian requests for the upcoming school year will be considered during April – June 14 of the prior year.
- Requests to participate in the International Baccalaureate (IB) at Samuel Clemens High School will be considered only during April – June 14 of the prior year.



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**REQUESTS FOR INTERDISTRICT TRANSFERS:**

***A parent/guardian may submit an interdistrict transfer request for his/her child. Requests will be evaluated on an individual basis. Criteria used to determine approval or denial of a transfer request include but are not limited to:***

- Availability of space and instructional staff at the requested campus (Any campus at 95% capacity or higher will be closed to interdistrict transfers except for transfer students already enrolled at that campus.)
- Program/Curriculum needs of the student (International Baccalaureate Program, JROTC Program, Dual Language, Special Education)
- Student attendance history
- Student discipline history
- Students in Prekindergarten must meet eligibility requirements for enrollment before a Student Transfer will be considered.

**ACCEPTABLE REASONS FOR GRANTING AN INTERDISTRICT TRANSFER:**

A non-resident student shall not be permitted to attend district schools except as provided below:

**1. THE PURCHASE/LEASE OF A PERMANENT RESIDENCE THAT IS LOCATED WITHIN THE SCUC ISD BOUNDARIES:**

- **Purchase – New Home Construction:**
  - Parent/Guardian must provide SCUC ISD with a fully executed contract, signed by both buyer and seller, for the construction of a home within the SCUC ISD boundaries and closing date must be within 6 months from time transfer request is submitted.
  - During the time of construction, parent/guardian must provide a letter to the campus from the contractor, every thirty days, validating that the contract is still in force.
  - Within 30 days (about 4 and a half weeks) after closing, parent/guardian must provide proof of residency to the student's campus by submitting a current gas, water, or electric bill.



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- **Purchase – Existing Home:**
  - Parent/Guardian must provide SCUC ISD with a fully executed contract, signed by both buyer and seller, for the purchase of a home within the SCUC ISD boundaries and closing date must be within 60 days (about 2 months) from the time the transfer request is submitted.
  - If the closing date falls 30 days (about 4 and a half weeks) or more after transfer request is submitted, parent/guardian must provide a letter to the campus from the realtor or mortgage lender validating that the contract is still in force.
  - Within 30 days (about 4 and a half weeks) after closing, parent/guardian must provide proof of residency by submitting a current gas, water, or electric bill to the student's campus.
- **Lease of Home, Duplex, Apartment, etc.:**
  - Parent/Guardian must provide SCUC ISD with a fully executed contract/agreement signed by both lessee (tenant) and lessor (landlord) for the lease of residence within the SCUC ISD boundaries. Occupancy date must be within 30 days (about 4 and a half weeks) from the time transfer request is submitted.
  - In the case of a month-to-month lease contract/agreement, parent/guardian must provide proof of residency to the student's campus monthly. A current, gas, water, or electric bill must be provided to the campus.
  - Within 30 days (about 4 and a half weeks) after occupancy, parent/guardian must provide the student's campus with proof of residency by submitting a current gas, water, or electric bill.

## **2. STUDENT OF A NON-RESIDENT DISTRICT EMPLOYEE:**

A non-resident District employee may be permitted to submit an interdistrict transfer request for his or her child based on the following:

- Admitted to a district campus where space is available.
- Allow siblings to attend the same school as another sibling currently attends for special programs (International Baccalaureate Program, JROTC Program, Dual Language, Special Education). Siblings are not guaranteed a transfer and must meet one of the acceptable reasons for granting a transfer. Transportation for siblings is not provided. If the student leaves the program, he/she, as well as all



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siblings granted transfer due to his/her program enrollment, must transfer back to the home campus at the end of the school year. Siblings may be effected by the University Interscholastic League guidelines on eligibility as it relates to transfer students for all extracurricular activities. Before applying for a Sibling Transfer parent are expected to reach out to the SCUC ISD Athletic Department for any questions about University Interscholastic League guidelines on eligibility.

- For the Students in subsequent years at different level, the feeder pattern will be considered.
- Transfer requests will be revoked once the employee leaves the district. The student shall be permitted to continue attending for the remainder of the school year
- Employees are expected to maintain professional conduct as outlined in Chapter 247 Texas Educator's Code of Ethics. Employees are expected to follow all policies and procedures at SCUC ISD campuses as is expected of all SCUC ISD parents/guardians.

**3. A RESIDENT STUDENT WHO BECOMES A NON-RESIDENT DURING THE SCHOOL YEAR:**

The parent/guardian of a resident student who becomes a non-resident during the course of the school year may be permitted to submit an interdistrict transfer request for his/her child to continue in attendance for the remainder of the school year.

**4. A NON-RESIDENT STUDENT WHO HAS COMPLETED HIS/HER JUNIOR YEAR IN SCUC ISD SCHOOL:**

The parent/guardian of a non-resident student who has completed his/her junior year in SCUC ISD school may be permitted to submit an interdistrict transfer request for his/her child to remain in SCUC ISD for his/her senior year.

**5. A NON-RESIDENT STUDENT PARTICIPATING IN THE INTERNATIONAL BACCALAUREATE (IB) PROGRAM:**

The parent/guardian of a non-resident student who resides in a school district that does not offer an International Baccalaureate (IB) Program may be permitted to submit an interdistrict transfer request for the purpose of enrolling his/her child in the IB Program at Samuel Clemens High School. In the event the student withdraws from the IB Program, the approved interdistrict transfer request will no longer be valid.



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**6. A NON-RESIDENT STUDENT PARTICIPATING IN THE JROTC PROGRAM:**

The parent/guardian of a non-resident student who resides in a school district that does not offer a JROTC program may be permitted to submit an interdistrict transfer request for the purpose of enrolling his/her child in the JROTC program at Samuel Clemens or Byron Steele High School. SCUC ISD will try to accommodate placement requests, but all placement decisions will be made based on enrollment levels in the program and campus space. In the event the student withdraws from the JROTC program, the approved inter-district transfer request will no longer be valid.

**7. A NON-RESIDENT STUDENT OF AN ACTIVE-DUTY MILITARY SERVICE MEMBER**

A parent/guardian of a non-resident who is a service member (active-duty member of the U.S. Armed Forces, a reserve component of the U.S. Armed Forces, or the Texas National Guard) who may be permitted to submit an interdistrict transfer request to attend the school of their choice.

**8. A NON-RESIDENT STUDENT OF A PEACE OFFICER**

A parent/guardian of a non-resident who is a peace officer (Police Officer, Deputy Sheriff, Constable, etc.) may be permitted to submit an interdistrict transfer request to attend the school of their choice.

**REVOCATION OF STUDENT TRANSFER:**

- Transfer students must follow all rules and regulations of the district, including those for student conduct and attendance.
- Violations of the District's rules and regulations may result in revocation of the transfer agreement.
- The district reserves the right to revoke a transfer request for violation of the standards contained in the Student-Parent Handbook or Student Code of Conduct, space not available, and any District exigency that would require adjustments in campus enrollment.
- A request to transfer back to a student's home campus during the school year may disqualify a student from future consideration for a transfer.
- Falsification of enrollment information will result in revocation of the transfer agreement.
- Employee conduct may impact Student Transfers.