



**SCHERTZ-CIBOLO-UNIVERSAL CITY ISD  
ADMINISTRATIVE REGULATION**

**Admissions – Intradistrict Transfers  
(from one campus to another campus within the district)**

**FDB**

*Any person who falsifies information on any enrollment form may be subject to punishment under Penal Code 37.10 and Texas Education Code 25.001 (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.

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

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

**Authorized Designees:**

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

**INTRADISTRICT TRANSFERS AND TIMELINE:**

- Once a student is approved the expectation is that the student will remain at the requested campus until he/she has completed all grades offered at that campus, unless revoked by the receiving campus.
- Students do not need to reapply annually attending the requested campus.
- Students voluntarily leaving a program, e.g. International Baccalaureate (IB), may not enroll in their home campus until the beginning of the next grading period.
- 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) program at Samuel Clemens High School will be considered only during April – June 14 of the prior year.
- Requests outside this timeline due to extenuating circumstances will be considered on an individual basis.
- Requests submitted during the school year will be considered at the end of each grading period.



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#### **REQUESTS FOR INTRADISTRICT TRANSFERS:**

Students shall be assigned to school in the attendance areas in which they reside.

A parent/guardian may submit an intradistrict 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 intradistrict transfers with the exception of transfer students already enrolled at that campus.)
- Program/Curriculum needs of the student (e.g. International Baccalaureate)
- UIL rules
- Student attendance history
- Student discipline history

#### **ACCEPTABLE REASONS FOR GRANING AN INTRADISTRICT TRANSFER:**

- Change of Residence to another school district during the school year. A nonresident student shall be permitted to continue in attendance for the remainder of the semester. FDA (LOCAL) Revocation of transfer may apply.
- Change of residence outside of current attendance zone. A SCUCISD resident student shall be permitted to continue in attendance until for the remainder of the semester. Revocation of transfer may apply.
- Pending acquisition of another home. Housing contract is required.
- Allow sibling to attend the same school that another sibling currently attends for purposes of special education services and the dual language program. An Intradistrict Transfer Request must be filled out for siblings requesting a transfer to the same school. 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 siblings granted transfer due to his/her program enrollment, must transfer back to the home campus at the end of the semester.
- A student who has completed his/her junior year, seventh grade, fifth or third grade year may be permitted to complete their last school year at their current campus.



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- Victim of documented physical assault (if student committing the assault is at the victim's home campus) or a victim of bullying. Bullying must be verified before transferring a student.
- Documented, unresolved student conflicts that cannot be addressed at the home campus. Documentation must be provided for consideration.
- International Baccalaureate (IB) Program. Campus approval and acceptance into the IB program is required. If the student leaves the program, he/she must wait until the end of the semester. An Intradistrict Transfer Request must be filled out for siblings requesting a transfer to the same school. Siblings are not guaranteed a transfer and must meet one of the acceptable reasons for granting a transfer. Transportation for siblings is not provided.
- Dual Language Program. Campus approval into the Dual Language Program is required. If the English Learner student leaves the program, he/she must wait until the end of the semester to return to their home campus.
- District Employee. The student will be expected to attend a school closest to the employee's assigned work location considering space availability. For student's in subsequent years at different levels, the feeder pattern will be considered. If the employee ends his/her employment with SCUC ISD, the transfer for his/her student(s) will be revoked and the student(s) must withdraw by the end of the semester. District employees must reapply annually for verification of employment.

#### **TRANSFERS OF STUDENTS WHO ARE VICTIMS OF BULLYING:**

Policy FDB (LEGAL) states, "The Board or designee shall verify that a student has been a victim of bullying before transferring a student."

#### **CAMPUS CLASSROOM CHANGES:**

Per principal authorization. (Policy FDB (LEGAL))

#### **REVOCAION OF TRANSFERS:**

- 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.
- 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 return to a student's home campus during the school year will be honored. Such a request may disqualify a student from future consideration for a transfer.