



ROUND ROCK I S D

## TRANSFER PROCESS AND ATHLETIC ELIGIBILITY REQUIREMENTS SUMMARY

### Summary of REGULATION FDB

#### **IN-DISTRICT TRANSFERS (to transfer from one RRISD school to another RRISD school)**

To obtain an in-district transfer, a parent or legal guardian must complete a transfer request form and give it to the principal of the school from which the student wants to leave (the “sending” school). That principal must forward the transfer request form to the principal of the school to which the student wishes to attend (the “receiving” school). Both the sending and receiving principals will confer before a recommendation is made. The form, with their recommendation, will be sent to Central Administration for processing. If the request is denied, the parent may contact the appropriate assistant superintendent to challenge the decision.

The parents and students requesting a transfer must agree to abide by the school’s standards for academic progress, attendance, discipline, and parental cooperation. Transfers will be revoked should problems in attendance, academic effort, or behavior occur. Additionally, transfers will be revoked for academy students should the student fail to enroll in or drops all academy classes.

Transfers are granted for one year only and will be reviewed annually. A transfer student may not return to the home campus during that school year unless the transfer is revoked or both principals agree to an earlier return.

#### **Timelines**

Transfer timelines will be as follows (*some exceptions may be allowed*):

1. All requests received and approved prior to February 28 will be effective for the following year.
2. Requests received after February 28 and prior to the first day of school will be approved for the following year at the principal’s discretion.
3. All requests received after the first day of school will be considered on a case-by-case basis.
4. Transfer requests will not be accepted the week before and the week of the start of school. An exception will be granted for children of employees and those who meet the criteria for building or purchasing a home.
5. **Kindergarten and PK transfer requests** to schools open to transfers will be accepted on Kindergarten/PK round up day. The student should register and submit their transfer request at their home campus.

#### **Academy Student Transfers**

Ninth grade students enrolling for the first time in an academy program not offered on their home campus must submit a transfer request to the campus where the academy program is offered and enroll as a full time student at that campus.

#### **Siblings**

Beginning with the 07-08 school year, sibling of high school students on an approved In-District transfer will not automatically be granted an In-District transfer. Each student is required to meet the established criteria.

#### **UIL Eligibility for Transfers with the District (\*\*New Policy effective for transfers after December 31, 2007)**

The legal residence of a student and his or her parent(s) or legal guardian establishes the high school in which the student is eligible for competition in school-sponsored athletic contests. The legal residence requires that the parent(s) or legal guardian actually live in the attendance area, receive their mail at their residence, and plan to continue to live there.

**\*\*A high school student who chooses to transfer to another campus located outside of their attendance area shall be ineligible for varsity competition in UIL school-sponsored athletics in the receiving high school for two years from the date of entry into the receiving school.**

A high school student who, with his or her parent(s) or legal guardian, moves to another high school attendance area within the District shall be ineligible for varsity competition in UIL school-sponsored athletics in the receiving high school for one year from the date of entry into the receiving school.

**\*\*If student on an approved transfer who has met the two year waiting period to be eligible for varsity athletics chooses to transfer again or to return to their home campus, he or she will be ineligible to participate in varsity athletics for one year from the date of the transfer.**

If a school is moved into a new UIL classification, the new classification begins one day after completion of the previous school year. An exception to this regulation will be granted if the transfer requested is between two high schools of different UIL classifications.

The following transfer is allowed between the high school attendance areas if the preceding paragraph is applicable. A student who moves with his or her parent(s) or legal guardian to another high school attendance area within the District may transfer back to the original high school, but must bear the transportation expense to and from the original high school if attendance is desired to maintain his or her eligibility in UIL school athletics. This applies only to those sport areas participated in by practice and/or competition at the ninth-grade level or above for the preceding 12 months.

If the student’s transfer is revoked for academic, attendance, or behavioral purposes, he or she will lose UIL eligibility for varsity athletics for one year from the date of transfer.

#### **Transportation**

Transportation will be the responsibility of parent(s)/guardian(s).

## **Summary of FDA LOCAL**

### **OUT OF DISTRICT TRANSFERS** *(transferring into RRISD from another school district)*

#### **Nonresident Enrolling During School Year**

If a nonresident family has leased, purchased, or contracted to build a residence within RRISD, with intent to move there, the student will be allowed to enroll in the school to which he/she would be assigned.

#### **Resident Students Who Become Nonresidents**

Resident students who become nonresidents during the course of a school year, shall be permitted to continue in attendance for the remainder of the year provided that attendance, behavior, and academic expectations are met. Seniors who have completed their junior year as a resident of RRISD and have met the attendance, behavior, and academic expectations shall be permitted to enroll and complete their senior year.

A nonresident student in attendance as of **May 31, 2007**, may remain a student of the school attended until the student reaches the highest grade offered by that campus. The student must submit a transfer request each year and meet the academic, attendance and behavior criteria to be approved.

#### **Children of Nonresident Employees**

Children of nonresident RRISD employees shall be eligible to attend district schools in accordance with DEB (LOCAL) and the provisions of the policy. Nonresident employees may enroll their children in RRISD schools with no tuition charge, according to the following stipulations:

1. RRISD shall assign the student to the school of the employee's choice annually based on space availability. In addition to serving those students who reside in the campus attendance zone, space availability is defined as accommodating additional students at a particular campus and grade level without incurring additional costs in the form of teachers or classrooms.
2. If space is not available at the campus preferred by the employee, RRISD shall assign the student to a campus with available space nearest the preferred campus.

This policy shall be reviewed annually to ensure it is economically feasible to continue this practice.

#### **Revocation of Transfer**

Students who transfer into RRISD must follow all rules and regulations of the district, including, but not limited to, district policies and regulations, the Student Code of Conduct, and academic and attendance requirements. Failure to fulfill any of these responsibilities will result in the revocation of the transfer agreement at the completion of the school year.

#### **Tuition**

The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged.

#### **Appeals**

Any appeals shall be made in accordance with FNG (LOCAL) and GF (LOCAL), as appropriate.

#### **Athletic Participation **\*\*New Policy effective for transfers after December 31, 2007****

**A high school student, who resides outside of the district boundaries, who chooses to transfer into RRISD is ineligible for varsity athletic competition for two years from the date of enrollment into the receiving campus.**

For more information about athletic eligibility, please contact RRISD Athletic Director Jim Loerwald @ 512-464-5480.

#### **Transportation**

Transportation will be the responsibility of parent(s)/guardian(s).

For more information about the transfer process, contact Shirley Reaves @464-5087 or email [shirley\\_reaves@roundrockisd.org](mailto:shirley_reaves@roundrockisd.org)