

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
ADMINISTRATIVE REGULATION

TRANSFER REQUEST  
FOR NON-RESIDENT  
EMPLOYEES AND/OR  
TRANSPORTATION  
PROVIDER  
EMPLOYEES

Employees that reside outside of the EMS ISD attendance zones may request a transfer for his or her own child(ren) to an “open” campus. This is an online process through Family Access. A transfer request must be submitted for approval each year. Employees must submit the transfer request during the established transfer window by the District or upon employment. Transfer requests outside of the window will not be considered.

Approval of transfers will be subject to order received, state-mandated student/teacher ratio, campus space availability, current and projected enrollment, current class sizes, current staff allocations, attendance history, and discipline history.

Approved transfer request may be revoked for excessive discipline, tardies, attendance issues, or violation of the transfer agreement. (See EXHIBIT) The transfer is terminated if the student is withdrawn from the receiving campus for any reason, including a DAEP placement.

Current district employees who have children in the 7th grade shall declare the high school their children will attend during the employee declaration window. Employees new to the District with children in 7th-12th grade shall declare their children’s high school upon employment.

If an employee resigns from or leaves the District during the school year, their child(ren) may remain at the approved and/or declared campus until the end of the school year.

If the employee resigns from or leaves the District at the end of the current contract, their child(ren)’s approved transfer will be terminated at the end of the school year.

If the employee returns to the District, their child(ren) shall attend the original declared high school. Additional transfer requests will not be permitted.

If a high school employee is transferred to another high school program, the employee may request a transfer for their child to that campus.

All District high school athletic program participation and eligibility will be determined by UIL rules.

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STUDENTS WHO ARE  
VICTIMS OF  
BULLYING

If an investigation substantiates that bullying occurred, the Superintendent or designee may approve a classroom or intradistrict transfer of the student who is a victim of bullying. The student would be ineligible to participate or compete in the high school athletic program.

The transfer of a student who is the victim of substantiated bullying will be based on the following:

- The severity of the bullying incident(s).
- The persistence of the bullying incident(s).
- The frequency and number of incidents involved.
- The number of students involved in the incident(s).
- The likelihood of the bullying continuing.
- The student's response to intervention(s), including but not limited to, counseling and disciplinary actions, as applicable.
- Mitigating factors related to the bullying incident(s).
- The continuity of instruction.
- The age and grade level of the student.

PARENT REQUEST

If an investigation substantiates that bullying occurred, the parent of a student who is the victim of bullying may request a classroom or intradistrict transfer for his or her child. A transfer request should be submitted to the Superintendent or designee. If a parent makes a request to have their student transferred to another campus, the student would be ineligible to participate and compete in the high school athletic program.

STUDENTS WHO  
ENGAGE IN  
BULLYING

If an investigation substantiates that bullying occurred, the Board may approve a classroom or intradistrict transfer of the student who engaged in bullying. A recommendation to transfer a student who engaged in bullying will be based on the following:

- The severity of the bullying incident(s).
- The persistence of the bullying incident(s).
- The frequency and number of incidents involved.
- The number of students involved in the incident(s).
- The student's disciplinary history.
- The likelihood of the bullying continuing.
- The student's response to intervention(s), including, but not limited to counseling and disciplinary actions, as applicable.
- Mitigating factors related to the bullying incident(s).
- The continuity of instruction.
- The age and grade level of the student.
- The number of days remaining in the current school year.

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Students who engage in substantiated bullying and who are transferred to another district campus would be ineligible to participate and compete in the athletic program.

TRANSPORTATION

The transfer of a student with a disability who receives special education services and who engaged in bullying may have access to transportation only by a duly constituted ARD committee under Education Code 37.004.

The District reserve the authority to enact stricter rules and requirements than that of the UIL.