

Elementary

2017-2018 Student Transfer Information

Canyon ISD students are assigned to campuses according to attendance boundaries. Through an application process, the District has a **limited** policy of granting approval for students to transfer to a different CISD campus. All students, regardless of whether they reside within CISD's boundaries or in another school district, are eligible to apply for a transfer. However, priority will be given to students residing within the district's boundaries and the children of nonresident, full-time District employees.

If approved, **a transfer is valid for one year only and students must reapply each year.** An approved transfer one year does not create a right or expectation for approval in subsequent years.

During the approval process, the availability of space and instructional staff, the student's disciplinary history, attendance records, and academic performance shall all be considered.

Students Residing within CISD's Boundaries:

1. Completing a transfer request does not guarantee that a transfer will be approved.
2. A transfer may be approved or denied as late as one week after the start of the new school year.
3. **Transfers are valid for one school year only and must be renewed each year with an application. An approved transfer creates no right or expectation for approval in any subsequent school years.**
4. Transfer request forms must be filled out completely and submitted to the requested campus principal. The requested campus's principal and a District Administrator must approve the request before the student may attend the requested campus.
5. Parents must provide the student's transportation to and from school.
6. A student's transfer may be revoked and the student sent back to the home campus if appropriate attendance and behavior are not maintained.
7. Once approved, students are expected to remain in the transfer school for the entire school year unless the transfer is revoked under criteria listed in #6 above.
8. Transfer requests for siblings are processed individually. Approval for one sibling does not guarantee approval for all other siblings.

Students Residing Outside of CISD's Boundaries:

1. Out-of-district transfer students may be eligible to begin school in CISD at the beginning of the school year provided they have received an approval letter or a phone call from the campus. **Out-of-district transfers are only accepted within the first week of each semester.**
2. Completing a transfer request does not guarantee that a transfer will be approved. Students may not attend school in CISD until the entire transfer process is completed.
3. Requests will be taken through the end of the first week of each semester and may not be approved or denied until as late as one week after the start of the new school year or one week after the start of the second semester. No requests will be taken after this period of time.
4. **Transfers are valid for one school year only and must be renewed each year with an application. An approved transfer creates no right or expectation for approval in any subsequent school years.**
5. The student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the Student Code of Conduct, throughout the entire school year. Acceptable levels are defined as:
 - a. Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn the parent or the student of truancy proceedings under Education Code 25.095;
 - b. Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and few referrals are made for other misconduct.
6. In accordance with Board policy FDA (Local), the Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance or compliance with District rules and regulations, including the Student Code of Conduct, or may initiate withdrawal of a student whose tuition payments are delinquent. Notice of revocation will be sent to the district of residence.
7. Tuition, if charged, shall be within statutory limits. Contact the district administration office at 806-677-2600 for further information.
8. Parents must provide the student's transportation to and from school.
9. Once approved, students are expected to remain in the transfer school for the entire school year unless the transfer is revoked under criteria listed in #5 above.
10. Transfer requests for siblings are processed individually. Approval for one sibling does not guarantee approval for all other siblings.
11. There are other state laws that grant students residing outside the District's boundaries the right to attend school in Canyon ISD. Some of those include laws pertaining to divorced parents where one parent resides within CISD's boundaries or children residing in foster care. If you believe that your child may qualify under these or other state laws, please contact the principal or the Support Services Department at the District office for additional information.

Full-time Employees' Children Transfers

1. Children of nonresident full-time District employees are eligible to attend school in CISD tuition-free according to Board Policies and FDA (Local).
2. Enrollment on a particular campus is subject to all state and local requirements for class size and availability of instructional and support staff. Should room not be available on the campus of choice, District administrators will work with the parent/employee to select a different CISD campus where the employee's children will be enrolled.
3. **Transfer requests must be renewed each year.**
4. If a nonresident employee changes employment during the school year, the employee's children may remain in attendance on CISD campuses through the end of the semester. See Board Policy FDA (Local).

Priority Levels When Determining Approval of a Transfer

The district will follow these set priority levels when approving transfers for a campus.

1. Employee's request to transfer his/her child to his/her campus of employment
2. Transfer request for a student that attended the requested campus in the previous school year
3. District employee requests to transfer his/ her child into the campus of employment
4. All other transfer requests

Priority Levels When Determining Approval of a Transfer into Crestview Elementary or City View Elementary

Crestview and City View will be closed to transfer requests except in the following circumstances, by priority level.

1. A Crestview or City View employee's request to transfer his/her child to the campus.
2. Kindergarten sibling request to a student grandfathered into the campus.
3. Transfer request for a student that attended the campus in the previous year on an approved transfer.
4. District employee requests to transfer his / her student into the campus.
5. Transfer request for a kindergarten sibling to a student that attended the campus in the previous year on an approved transfer.

*An approval for all above transfer requests will be based on available space within the requested grade level as determined by the administration.

***Grandfathered Student:** a student that resided in the campus attendance boundary and has not moved outside that attendance boundary. The student attended the campus in the 2016-2017 school year.

Administrative Transfers

Administrative transfers may occur at any time and are not subject to the same procedures as parent requested transfers.

Priority Levels When Determining Approval of a Transfer into Hillside Elementary

Hillside Elementary will be closed to transfer requests except in the following circumstances, by priority level.

1. A Hillside employee's request to transfer his/her child to the campus
2. Transfer request for a student that attended the campus in the previous year on an approved transfer.
3. District employee requests to transfer his/ her student into the campus
4. Transfer request for a kindergarten sibling to a student that attended the campus in the previous year on an approved transfer.

*An approval for all above transfer requests will be based on available space within the requested grade level as determined by the administration.

***Grandfathered Student:** A student that resides in the Greenways housing division or the Colonies apartments previously located in the Hillside attendance boundary and attended Hillside Elementary during the 2016-2017 school year. A 2017-2018 kindergarten sibling to the grandfathered student mentioned in the previous sentence will be grandfathered to Hillside Elementary.