<p style="text-align:center">**Intermediate, Junior High and High School**</p>

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, <u>**a transfer is valid for one year only and students must reapply each year**</u>. 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 and the student's attendance records 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. Requests are accepted year round, except for the 3rd and 6th grading periods.
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 receiving campus principal. A District Administrator must approve the request <u>before</u> the student may attend the requested campus.
5. Parents must provide the student's transportation to and from school.
6. It is important that high school students clearly understand UIL rules and CISD's policy on establishing residency for athletic purposes. Students should check eligibility status with the Campus Athletic Coordinator before completing a transfer request.
7. A student's transfer may be revoked and the student sent back to the home campus if academic performance, appropriate attendance, and behavior are not maintained.
8. 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 #7 above.
9. 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. 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.
2. Requests are accepted year round, except for the 3rd and 6th grading periods.
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. 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.
5. 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.
6. Tuition, if charged, shall be within statutory limits. Contact the district administration office at 806-677-2600 for further information.
7. Parents must provide the student's transportation to and from school.
8. It is important that high school students clearly understand UIL rules and CISD's policy on establishing residency for athletic purposes. Students should check eligibility status with the Campus Athletic Coordinator before completing a transfer request.
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 #4 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 DEB (Local) and FDA (Local).
2. Enrollment on a particular campus is subject to all state and local requirements for class size. 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).

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