

Helpful Transfer Terms and Definitions

Intradistrict Transfer (RESIDENT) – An individual living in the boundaries of Spring Branch ISD who is requesting a transfer to a school other than the one to which their residence is assigned.

Interdistrict Transfer (NONRESIDENT) - An individual whose residence is in a school District other than Spring Branch ISD and is requesting a transfer to a school within the Spring Branch ISD.

Eligible District Employee – For the purpose of transfers, an eligible District employee is one who qualifies for benefits.

Ineligible District Employee - This means the employee does not qualify for benefits, but still has the opportunity to apply for a transfer for their child.

ENROLLMENT-PROJECTED ENROLLMENT – Enrollment –projected enrollment the projected number of students expected to attend a given campus.

CAPACITY- The capacity of a school is the number of students the school will serve with the following:

- The current size and configuration of the building,
- The current instructional programs and methods,
- The current instructional schedule,
- The current average number of students/section,

Capped Campus –Enrollment or projected enrollment at a specific campus meets or is close to meeting the capacity. Capacity is defined by the population a building is designed to serve effectively. A campus may be considered capped if multiple grade levels are capped

Capped Grade Level - Individual grade levels within a given campus may be considered capped if enrollment at that grade level is at capacity or close to capacity. If a school has multiple grade levels at this point, an entire campus may be considered capped.

GUIDELINES - The criteria outlined as to what is expected of students attending an SBISD campus on transfer status. These guidelines include how a transfer may be revoked:

- Space: This takes into consideration the enrollment of a campus at the start as well as throughout the school year.
- Attendance must be satisfactory: (Unexcused absences as well as excessive absences) The Academic Excellence Indicator System (AEIS) has established a state standard of 94% student average daily attendance. Students granted transfer status are expected to adhere to this.
- Conduct/Behavior must be satisfactory: Disruptions to the educational process.
- Academic Student Performance must be satisfactory.
- Punctuality during Arrival and Dismissal: It is the responsibility of the parent to ensure students arrive to school and are picked up from school on time.

Revocation – A transfer may be revoked due to violation of any of the stated criteria within the guidelines.

Home Zoned – Spring Branch has designated boundary lines determining school assignments. Students are expected to attend the campus assigned to their residency. Students are considered home zoned to the campus that is assigned to their residency.

Feeder Pattern -Spring Branch has designated boundary lines determining which campuses feed into others, these feeder patterns support the transitions from elementary to middle and middle to high schools. Regarding transfer status, each transfer is granted on a one year basis and such does not apply to any guarantee regarding feeder patterns.

Falsification of records - It is an offense to falsify records. It is the parental responsibility to communicate address and address changes to schools in an accurate and timely fashion. Falsification of residency records will be cause for revocation.