

Spring Branch Independent School District
Administrative Services
2009-2010 Student Transfer Procedures and Guidelines

Eligible SBISD Employee:

(Resident and Non-Resident SBISD Employee Seeking Transfer, PK-12)

Employees, who are not eligible for benefits and are requesting transfer status for their child, will follow procedures as described for Residents of SBISD or Non-Residents of SBISD respectively.

Procedures

Student Transfer applications will be accepted during the time frame below.

Eligible SBISD Employee: (Non-Resident)

1. **Renewal Requests** – same school
 - Submit online (SBISD Intranet), print a copy, and take to the campus by March 24
 - Principal will approve/disapprove and notify you by April 14

2. **Initial/New Requests** – This includes a request involving a change in schools i.e. 5th to 6th, 8th to 9th. These are considered new requests.
 - Submit online and print a copy by March 24 (SBISD Intranet)
 - Take a copy of report card, test scores, and application to requested school (if your first request is not approved, it is your responsibility to secure your documentation to submit to another requested school).
 - Principal will approve/disapprove and notify Administrative Services
 - The school will notify employee by April 28

Processing fee will be waived for all employees

Guidelines

All students must attend the school in the attendance area in which the parent/guardian resides, unless a transfer is granted.

Approved transfers are good for only one scholastic year.

Transfers Revoked – The principal may revoke the transfer at any time for any of the criteria below:

- Misrepresentation of residence on enrollment documents.
- Space: This takes into consideration the enrollment of a campus at the start as well as throughout the school year. In elementary, calculations at each grade level are taken into consideration. This includes special programs.
- Academic Student Performance must be satisfactory.
- Conduct/Behavior must be satisfactory.
- Attendance must be satisfactory: Unexcused absences as well as excessive absences are considered.
- Punctuality at arrival and dismissal times: It is the responsibility of the parent to ensure students arrive to school and are picked up from school on time.

U.I.L. Eligibility:

Students transferring to a senior high school should be aware a transfer might affect eligibility for participating in some U.I.L. activities.

Consideration for Approval

Students must be performing satisfactorily:

- Academics – on grade level with good grades
- Conduct/behavior – no persistent misbehavior or major problem (i.e. alcohol, drugs, assault, theft, etc.)
- Attendance including tardies
- TAKS/Test scores – must have passed most recent test and all future tests

Space must be available in:

- School
- Grade level
- Special program if applicable

Transportation:

- Parent must provide transportation to and from school

Other Information

A list of schools with possible space by grade levels will be available online by March 1st. Some programs might not have space even though the school has space.

For students currently on transfer status, schools will notify and provide parents with information regarding the transfer process.

Any questions or concerns please contact:
Spring Branch Independent School District
Administrative Services
955 Campbell Road
Houston, TX 77024
713-464-1511 ext. 2467