

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

Attendance Areas

~~A s~~Students shall be assigned to a school in the attendance area in which ~~he or she~~they resides. A student who wishes to attend a school other than as assigned shall obtain approval prior to enrollment.

Change of
Residence

A student whose parent or guardian moves ~~his or her residence (domicile)~~ to another attendance zone during the course of a semester may remain at ~~his or her~~the initial school until the end of the ~~semester~~school year. ~~If the student is in grade 5, 8, or 12, the student may remain at the initial school until the end of the school year.~~ The school should follow current practice to process such an event.

*Nonresident
Employees*

~~A n~~Nonresident employees shall benefit as if ~~he or she was an~~they were in-District residents and shall follow the same practices as in-District employees. [See FDA(LOCAL)]

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

Transfer Requests

An intradistrict transfer request shall be considered in the following priority order:

1. Legally mandated—such as for special education students.
2. Magnet schools.
3. Special programs.
4. Open enrollment—granted to any enrolled District student who wishes to transfer to another school that has space available to accommodate the student.

~~5. Public Education Grant (PEG)—see FDAA(LEGAL) and (LOCAL).~~

An intradistrict transfer shall be for one year and must be renewed annually. Non-legally mandated transfers may be revoked prior to one year due to misconduct. A student may lose ~~his or her~~ transportation privileges and/or have ~~his or her~~a transfer revoked due to Level IV or V misconduct on the bus.

**Magnet School
Transfers**

A transfer to ~~the a~~ Mmagnet Program, including Mmagnet and Vanguard Programs, shall be granted to a student who meets the eligibility criteria and qualifications of the specific magnet program requested when there is available space to accommodate the transfer student. These programs shall strive to achieve ethnic and other forms of diversity in the selection of students through a uniform, fair, credible, and properly applied application process. Application procedures shall be disseminated to every parent and

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guardian. Transportation may be provided in accordance with established campus guidelines.

Magnet and
Vanguard Program

The following provisions shall apply to a ~~M~~magnet and *Vanguard* transfer:

1. All completed applications ~~postmarked~~submitted by the deadline, which shall be determined annually, shall be processed during Phase I.
2. ~~A letter~~Program information and qualifying status shall be ~~sent~~provided to each applicant ~~with program information and qualifying status~~ by the annually established date.
3. Each student receiving an acceptance ~~letter~~offer from a ~~M~~magnet or *Vanguard* program shall be responsible for ~~informing the program~~confirming their seat by the designated offer expiration ~~date of his or her intent to enroll~~.
4. Final acceptance shall be approved by the ~~Student Transfer~~School Choice department.
- ~~5. An applicant who has not responded to the acceptance letter shall be contacted by the coordinator.~~
- ~~6. An applicant who does not respond to the coordinator shall be removed from the acceptance list to make space for other students.~~
- ~~7.~~5. Students may change programs if ~~a~~ space becomes available at the first choice school until the deadline for the transfer date specified by the ~~Student Transfer~~School Choice department.
- ~~8.~~6. A Magnet or *Vanguard* students shall be locked into ~~his or her~~their final ~~M~~magnet transfer for one year on the ~~August~~ date specified each year.

Special Transfers

A special transfer shall be granted to a student requesting a transfer to a school offering courses and facilities not available in the school in his or her attendance zone or on the basis of certain hardship situations.

~~[For additional information on types of and qualifications for intra-district transfers, refer to the Secondary and Elementary School Guidelines for the current year.]~~

**Limitation of
Enrollment**

The Superintendent is authorized to limit the enrollment in a school when enrollment reaches the building's capacity and the Superintendent determines that any additional enrollment would adversely impact the educational program at that school.

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When the Superintendent limits enrollment ~~at or "(caps)"~~ a school, the Superintendent or designee shall have the authority to deny transfer requests to the capped school and/or to assign students zoned to the capped school to another District school.

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see [the FDE series](#).
