

Fort Bend Independent School District
Special Circumstances Transfer Process (SCT)
(2009-10 School Year)

June 2009

Questions and Answers about the SCT

Section 2: Applying Transfer Process Procedures

This section gives information on the procedures supporting student transfers.

If your questions are not addressed, please refer to the *Special Circumstances Transfer Guidelines* or send an email to studenttransfers@fortbendisd.com for additional assistance. Updates and additions to this document will occur as needed throughout the application period.

The following hyperlinked document supports the Special Circumstances Transfer process.

[Special Circumstances Transfer Guidelines \(2009-10 School Year\)](#)

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SECTION 2: TRANSFER PROCESS PROCEDURES

1. I heard there are now different types of SCT applications, and there are now filing deadlines. Is this correct information?

The information is correct. An SCT application has been developed for each transfer reason, and there are filing deadlines for new applications as well as renewal documentation. Parents must complete the appropriate application based on their reason for requesting a transfer for their child and submit it by the deadline stated on the application. Employees seeking transfers for their children should refer to the district's employee webpage for further information. All applicants seeking additional information regarding this year's process should refer to the *Special Circumstances Guidelines (2009-10 School Year)* and the appropriate application for the type of transfer being requested. New applicants should pay very special attention to the stated deadline for filing an application as there is no grace period for late applications. Renewal applicants must submit all required documentation by the 15th of August. Due to the number of application, there is no grace period for late applications or renewal documentation.

2. Where can I find more information about the Special Circumstances Transfer (SCT) process?

Additional questions regarding this information, completion of the appropriate Special Circumstances Transfer (SCT) application, the approval process, the required forms and documentation, accessing the information on-line, or the appeals process are welcomed and may be directed to the Office of Student Appeals by calling 281-634-1117 or e-mailing studenttransfers@fortbendis.com.

3. Will I need to complete the SCT application if my child is zoned to a Public Education Grant (PEG) campus or if his/her zoned campus does not meet the Adequate Yearly Progress (AYP) requirements of the No Child Left Behind law?

No, you do not complete the SCT application. Both PEG (Texas) and AYP (federal) transfers are supported by law; therefore the SCT guidelines do not apply to this type of transfer. You will be given the option of transferring your child to one of the campuses identified by the district as accepting PEG or AYP transfers. You will be contacted by letter in February for a PEG campus transfer for the coming school year and in June for an AYP campus if your child is eligible for this type of transfer. A PEG transfer is supported by Texas law and is not required by federal law; therefore, transportation is not provided by the district if the transfer is approved. AYP transfers are required by federal law, and the law requires that the district provide transportation for students transferring under this category. The application deadlines for this type of transfer are very strict; parents are advised to pay special attention to the requirements.

SECTION 2: TRANSFER PROCESS PROCEDURES (continued)***4. If my child is rezoned, may I apply for a Special Circumstances Transfer so he/she can remain in the same school until completing that campus assignment?***

The district has a formal Zoning Committee for the purpose of balancing campus enrollment and addressing “grandfathering” issues at campuses when certain groups of students are impacted by rezoning. If students of junior status are not “grandfathered by the Zoning Committee,” the parent or legal guardian may apply for a transfer using the SCT application titled - *Special Circumstances Transfer – Same High School for Last Two Years*. Elementary and middle school students are not eligible for this type of transfer.

5. May I complete the application on-line and submit it electronically?

No, but in the future the district will offer electronic options to applicants. For this year, the district is offering extensive information on its public website and employee webpage to assist applicants.

6. How do I access one of the Special Circumstances Transfer application forms?

Applications are available on the district’s website at www.fortbend.isd.com by selecting Parent Information > Student Transfers > Special Circumstances Transfer application, on campuses, or at the FBISD Administration Building. When you submit your application, required forms, and supporting documentation, it is advisable to keep a copy for your records. Employees should refer to the employee webpage for more information.

7. Who approves the applications?

All SCT applications are approved by the Department of School Administration. The campus principals do not approve or deny SCT applications. All SCT applications are approved or denied using the criteria described in the *Special Circumstances Guidelines (2009-10 School Year)* and in consultation with the campus principal as necessary. When an application is denied by the appropriate assistant superintendent, the application is automatically forwarded to the Administrative Review Committee (ARC) for a review of the decision and to render a second decision. If there is reason to do so, you may be contacted to appear before the ARC to discuss your application. Once a decision is made at the ARC level, you will be notified of the results by e-mail or letter.