

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

June 2009

Questions and Answers about the SCT

Section 3: Applying for a Student Transfer

This section gives information on applying for a student transfer.

If your questions are not addressed, please refer to the *Special Circumstances Transfer Guidelines (2009-10) School Year* 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 documents support the Special Circumstances Transfer process.

[*Special Circumstances Transfer Guidelines \(2009-10 School Year\)*](#)
[*Medical Transfer Supporting Document \(2009-10 School Year\)*](#)

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APPLYING FOR A STUDENT TRANSFER

1. May I request a specific campus on the SCT application?

For some types of applications, campuses may be requested; in other cases, they may not. Please refer to the *Special Circumstances Guidelines (2009-10 School Year)* and carefully review the information provided on the type of transfer you are seeking. Regardless of the type of application you submit, campus availability is determined by the Department of School Administration. If space is not available in the grade level of the campus you requested, you will be offered an alternative campus.

2. How many Special Circumstances Transfer applications may I submit for my child at one time?

You may only submit one (1) SCT application per child. If your application is approved but the campus you are requesting is filled in the grade level for your child, you will be offered an optional placement.

4. Will my child receive district transportation services if my Special Circumstances Transfer application is approved? I have noticed that my neighbor's child is attending a different campus and receives transportation.

No, only those students who attend campuses that did not meet the Adequate Yearly Progress (AYP) requirements of the No Child Left Behind federal law, or those receiving special education services through an ARD, or those qualifying for Limited English Proficiency (LEP) services can receive district transportation when they are not attending their zoned campus.

5. May I go to a campus on my own and request/arrange for a transfer for my child?

No, the campus principals do not approve or deny transfer applications. All applications are approved or denied by the Department of School Administration.

SECTION 3: APPLYING FOR A STUDENT TRANSFER (continued)

6. *If I am not happy with my child's zoned campus, may I apply for a Special Circumstances Transfer?*

You should make an appointment to meet with your child's zoned campus principal to discuss your concerns prior to the start of the school year. Criteria for each transfer are explained in the *Special Circumstances Guidelines (2009-10 School Year)* and on each application. Transfers are not granted unless the request fits meets the criteria.

7. *I have withdrawn my child from the zoned campus due to issues I am having with his teacher. I want to re-enroll him in another FBISD school using a Special Circumstances Transfer application so he can go to a different campus. Will my Special Circumstances Transfer application be approved?*

No, once you withdraw your child from his FBISD campus, he is no longer eligible for a transfer. You should contact the campus and make an appointment to meet with the campus principal to discuss your concerns.

8. *If my child is moving up to middle or high school, but I want her to stay in the same feeder pattern as the elementary school she just completed rather than attend the zoned campus; do I need to complete a Special Circumstances Transfer application?*

Yes, a new SCT application is required but submitting the application does not guarantee approval. Criteria for each transfer are explained in the *Special Circumstances Guidelines (2009-10 School Year)* and on each application. Transfers are not granted unless the request fits meets the criteria.

9. *My family will be moving into a new subdivision over the summer, but my daughter wants to attend the middle school in the feeder pattern of her former elementary school because her friends will be going there. Will she be granted a transfer request?*

No, SCT applications will not be approved for transfers from your child's zoned middle school campus to follow a feeder pattern. Criteria for each transfer are explained in the *Special Circumstances Guidelines (2009-10 School Year)* and on each application. Transfers are not granted unless the request fits meets the criteria.

10. *If my child's zoned campus is overcrowded and I apply for a Special Circumstances Transfer for that reason, will my SCT application be denied?*

Yes, the application will be denied. Overcrowding in a campus is no longer considered a circumstance for transfer because the district has a formal Zoning Committee for the purpose of balancing campus enrollment and addressing "grandfathering" issues as needed. The FBISD Board of Trustees approves campus attendance zones based on recommendations of the Zoning Committee. The Zoning Committee also makes recommendations for "grandfathering students" at some campuses when specific groups of students are impacted by rezoning.

SECTION 3: APPLYING FOR A STUDENT TRANSFER (continued)

11. If we move into another Fort Bend ISD campus attendance zone after the school year has begun, may I apply for a Special Circumstances Transfer so that my child can complete his school year in the current school?

Yes, you may apply; however, you will need to submit a copy of your new utility bill and your new lease or deed along with the appropriate SCT application. There is an application for this type of transfer which is not available online until after school begins.

12. May I, as a Fort Bend ISD employee, submit a Special Circumstances Transfer application for my child to attend a campus that is closer to my work site or the campus where I work?

You may submit a transfer form for your child, but you may not use the Special Circumstances Transfer form. You must refer to the district's employee webpage to download a copy of the appropriate Employee Student Transfer application for your child to attend a campus that is near your work site or the same campus where you work. Pay special attention to the deadline as there is no grace period for late applications.

13. What should I do if I accidentally forget to attach some or all of my documentation to the Special Circumstances Transfer application when I submit it?

There are two types of documentation for this process: required and supportive. Required documentation is defined as the information that must be submitted with the SCT application. Supportive documentation is information that may help provide validity but is not required. The documentation that is required is noted on the *Special Circumstances Guidelines (2009-10 School Year) – Section 1* and on each application. If you submit your SCT application without the required documentation, the application will be returned to you unprocessed. Because of the number of applications received, it is not feasible for the Office of Student Appeals to notify you regarding missing required documents. However, you may resubmit your SCT application with the required documentation, but you still must meet the deadline given on the application to be considered for a transfer.

If you forget to include supportive documentation that you believe will enhance your application request, you should contact the Office of Student Appeals immediately at 281-634-1117, explain the situation, and request to have your first application withdrawn. If the submission deadline has not passed, then you should submit another SCT application with all of the supportive documentation you want to be considered in the decision. Once your SCT application has been forwarded to the assistant superintendent who will review the request for your child's grade level, no additional supportive documentation will be accepted.

SECTION 3: APPLYING FOR A STUDENT TRANSFER (continued)

14. How will I know when my application has been received or the status of my application?

If you have provided an accurate e-mail address, you will receive notification of receipt of your application within ten (10) FBISD business days. Since the application review is an on-going process, the status of applications will not be provided, other than to let you know that it has been received and recorded until a decision has been made. Once your application has been reviewed, the results of your request will be provided by e-mail or letter if you are not able to provide an e-mail address.

15. Currently, one of my children is a junior attending a FBISD high school on an approved transfer. I would like his sibling to attend the same high school so that they are not attending two different FBISD schools. May I receive an approved Special Circumstances Transfer in order to allow both of my children to attend the same FBISD high school?

No, SCT applications will not be approved for transfers to allow siblings to attend the same campus unless the older sibling is using an approved transfer for centralized special education services. Criteria for each transfer are explained in the *Special Circumstances Guidelines (2009-10 School Year)* and on each application. Transfers are not granted unless the request fits meets the criteria.

16. My family has moved out of the FBISD attendance zone, and I would like my daughter to remain in the FBISD for the rest of the school year. May I complete a Special Circumstances Transfer application so that she may continue attending her current FBISD campus for the remainder of the current school year?

It will not be necessary for you to complete the SCT application for your child to remain at her current FBISD campus for the remainder of the school year. *Board Policy FDA-Local* allows for resident students who become nonresidents during the course of a semester to continue in attendance for the remainder of the semester. Unless your daughter is a senior, she must leave the district at the end of the semester in which you moved.

17. Recently, we have moved out of the Fort Bend ISD attendance zone. My son is a senior and will be graduating this school year. Do I need to submit a Special Circumstances Transfer application for him to continue to attend his current FBISD high school so that he can graduate with his class?

No, you do not need to submit the SCT application. You should make request in writing to the principal and attach a copy of a new lease or deed and a current utility bill showing your new address. Upon approval, your son may remain until the end of the school year in order to graduate with his senior class.

SECTION 3: APPLYING FOR A STUDENT TRANSFER (continued)

18. *I have just moved into the Fort Bend ISD and do not want to send my child to the zoned school for our neighborhood. May I submit a Special Circumstances Transfer (SCT) application to enroll my child in a different school?*

The *Special Circumstances Transfer* process is for students who are currently enrolled into the FBISD. You must enroll your child in his zoned FBISD school before you can submit your SCT application. Criteria for each transfer are explained in the *Special Circumstances Guidelines (2009-10 School Year)* and on each application. Transfers are not granted unless the request fits meets the criteria.

19. *If my child has a 504 Plan, is she eligible for a Special Circumstances Transfer?*

The 504 Plan will not determine your child's eligibility for a transfer from her zoned school. Criteria for each transfer are explained in the *Special Circumstances Guidelines (2009-10 School Year)* and on each application. Transfers are not granted unless the request fits meets the criteria.

20. *May my child participate in sports if she is approved for a Special Circumstances Transfer to another high school?*

If your child is approved to attend another high school as the result of your SCT application, she may not participate in varsity-level athletics for one (1) calendar year; however, participation in JV, sophomore, or freshman level athletics is permitted.

21. *Will an SCT application be accepted to transfer my child from his zoned K-6 school to a K-5 school or 6-8 middle school?*

No, SCT applications will not be considered for transfers from your child's zoned K-6 campus unless the reason given for requesting the transfer meets the criteria described in the *Special Circumstances Guidelines (2009-10 School Year)* and on each application. Transfers are not granted unless the request fits meets the criteria.

22. *If I am required to submit notarized documentation with my SCT application, may I use one of the FBISD notaries at my child's campus?*

No, the services of an outside notary are required. Using a FBISD notary creates a conflict of interest situation.

23. *If my elementary-aged son was granted a transfer last year and has been renewed automatically for the same school and same reason, may I apply for my younger child who will be a Kindergarten student to attend the same school as his brother?*

No, SCT applications will not be approved for transfers to allow siblings to attend the same campus unless the older sibling is using an approved transfer for special education services. Criteria for each transfer are explained in the *Special Circumstances Guidelines (2009-10 School Year)* and on each application. Transfers are not granted unless the request fits meets the criteria.

SECTION 3: APPLYING FOR A STUDENT TRANSFER (continued)**24. *Can an approved transfer be revoked during the school year?***

Yes, the approved application can be revoked for any of the reasons listed in the *Special Circumstances Guidelines (2009-10 School Year) – Section 3*.

25. *If my child needs to attend a different campus because of an existing medical condition, may I submit a Special Circumstances Transfer application?*

Yes, you may submit the SCT application for consideration. You will need to provide the required form and documentation as described in the *Special Circumstances Guidelines (2009-10 School Year) – Section 1*. A copy of the *Medical Transfer Supporting Document (2009-10 School Year)* is available on-line, on campuses, or in the FBISD Administration Building. This form must be completed and signed by your child's physician and returned to you for attachment to your SCT application.

26. *Is there a chance that one of my children could be approved for a transfer to the campus I requested and the other one be denied for the same campus?*

Yes, this could happen because of space availability reasons. It is important to submit both SCT applications at the same time; however, submitting both applications simultaneously does not guarantee approval for both children when space is an issue at the campus. This merely provides helpful information during the application review process. The assistant superintendent reviewing your applications will contact you if this situation occurs.

27. *We have moved to another attendance zone in the district and my daughter has earned her junior status prior to the start of the school year. May I submit a Special Circumstances Transfer application for her to complete her junior and senior years at the high school she was attending the previous two years?*

Yes, you may submit the appropriate Special Circumstances Transfer application. This transfer is intended to assist currently enrolled high school juniors who have moved out of their attendance zone after the school year has begun to allow them the opportunity to continue their participation in their athletics and other student activities.