

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

**June 2009**

**Questions and Answers about the SCT**

Section 4: Granting Renewals

This section gives information on the process for granting renewals.

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](mailto: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 \(2009-10 School Year\)\*](#)

**Topic Index for Section 4**

- Q1: Renewal applications for 2009-2010
- Q2: Automatic and contingency renewals
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- Q4: Application decision notification
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**SECTION 4: GRANTING RENEWALS (continued)**

**1. *My child received an SCT last year. Do I need to complete one of the new Special Circumstances Transfer (SCT) application forms to renew the transfer if he/she is returning to the same campus for the 2009-10 school year?***

As long as the reasons for granting the transfer application for the 2008-09 school year have not changed with the exception of child care, medical, or hardship requests, it will not be necessary for you to complete a Special Circumstances Transfer (SCT) application to renew to the same campus for the 2009-10 school year. A special letter will be sent by the Office of Student Appeals informing you of your child's renewal status for the coming school year. In some circumstances, it will be necessary as noted in the *Special Circumstances Guidelines (2009-10 School Year) – Section 1* for parents to annually resubmit updated forms and /or documentation to qualify for renewal. If your child was granted a transfer for child care reasons, you will want to review the guidelines and forms for granting child care and babysitter transfer requests as described in *Granting Child Care Requests – Section 5* of this document.

**2. *Are all of the SCTs that were granted for the 2008-09 school year automatically renewed for the upcoming school year?***

No, some SCTs that were granted for the 2008-09 school year may not be automatically renewed for the 2009-10 school year. For example, if you are required to submit updated forms and documentation or reapply prior to the start of the school year and you do not do so, your child will be assigned to his/her zoned school. If your child has a documented history of absences, late arrivals, and /or behavior incidents, the approval granted for the 2008-09 school year may not be renewed. If you are no longer an employee of the district, your child's approved transfer will not be renewed. If your child was granted a non-renewable one-year transfer for the 2008-09 school year, your child's approved transfer will not be renewed.

**3. *If my child's application for the 2009-10 school year is not renewed, may I reapply?***

You may reapply. However, you should review the criteria for each transfer as explained in the *Special Circumstances Guidelines (2009-10 School Year)* prior to submitting your application. Transfers are not granted unless the request fits meets the criteria.

**4. *When will I know if my Special Circumstances Transfer application has been approved?***

You will receive either an e-mail or letter from the Office of Student Appeals within twenty (20) FBISD business days of receipt and date-stamping of your SCT application informing you of the decision. If your application was approved, the campuses involved will be notified and further instructions regarding enrolling your child will be provided.

**SECTION 4: GRANTING RENEWALS (continued)*****5. If I need to provide updated documentation to renew my child's approved medical transfer from last year, what do I need to do?***

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. Once you have the necessary documentation, the information must be mailed or submitted to the Office of Student Appeals, Suite 117, FBISD Administration Building, 16431 Lexington Blvd, Sugar Land, TX 77479. The district will not renew approved transfers from last year without the completed 2009-10 medical form on file before the school year starts. If your child's updated medical form has not been received and date stamped by the Department of School Administration – Student Transfers by August 15, you will be need to re-enroll your child in his/her home school. Due to the large number of child care transfer requests and renewals, there is no grace period for late forms. Upon receipt and verification of the required form and documentation; you will receive notification from the Department of School Administration – Student Transfers and a copy of your child's approved renewal. An approved, stamped copy of your child's 2009-10 medical form will be sent to the receiving campus on your behalf. If you have any questions about the requirements, please contact the Office of Student Appeals at 281-634-1117 or e-mail [studenttransfers@fortbendisd.com](mailto:studenttransfers@fortbendisd.com) well in advance of the deadline for submitting new documentation.

## **SECTION 5: GRANTING CHILD CARE TRANSFERS**

### ***1. What is required for my child to be approved for a transfer for child care reasons?***

The district recognizes three types of child care providers: (1) licensed child care providers, (2) professional day care centers, and (3) babysitters. If you are using a licensed provider for child care, you will need to complete the *Licensed Child Care Provider/Professional Daycare Center Transfer Form (2009-10 School Year)*. The form is available on-line at the district's website, [www.fortbendisd.com](http://www.fortbendisd.com), on campuses, or in the FBISD Administration Building. The form gives you instructions for completing the information required. This form must be submitted with your SCT application. A copy of the child care provider's license to offer child care and proof of enrollment in the professional daycare center are required at the time the SCT application is submitted. Space availability in the requested school will be a consideration in the decision to grant the transfer.

If you are using a baby sitter for child care who is not a licensed provider, you will need to complete the *Babysitter Transfer Form (2009-10 School Year)*. The form is available on-line at the district's website, [www.fortbendisd.com](http://www.fortbendisd.com), on campuses, or in the FBISD Administration Building. The form gives you instructions for completing the information required. This form must be notarized and submitted with your SCT application. Space availability in the requested school will be a consideration in the decision to grant the transfer.

### ***2. Will child care transfers be approved at K-6 campuses if my child is zoned to a K-5 campus?***

Yes, you may apply for an SCT citing the child care reason as you would for any other campus. Space availability in the requested school will be a consideration in the decision.

### ***3. Is there any possibility that the child care transfer granted for my child/ren for the 2008-09 school year would not be renewed for the coming school year?***

Yes, the possibility does exist. A child care transfer may not be renewed if the day care circumstances have changed, if the updated documentation for this year has not been submitted, if it is found that the information provided is erroneous or has been falsified, or for any of the other reasons listed in the *Special Circumstances Guidelines (2009-10 School Year) – Section 3*.

**SECTION 5: GRANTING CHILD CARE TRANSFERS (continued)*****4. If I am using the same licensed child care provider or professional day care center for the 2009-10 school year, will I need to complete a new Special Circumstances application?***

If your circumstances have not changed, you will not need to complete a new SCT application, but you will need to complete the new *Licensed Child Care Provider/Professional Daycare Center Transfer Form (2009-10 School Year)* and submit the required documentation to maintain your child's approved transfer. You will want to carefully review the district's definitions of a licensed child care provider and professional daycare center. Once you have completed the form and obtained the necessary documentation, all of the required information must be mailed or submitted to the Office of Student Appeals, Suite 117, FBISD Administration Building, 16431 Lexington Blvd, Sugar Land, TX 77479. The district will not renew approved transfers from last year without the completed, appropriate 2009-10 form on file before the school year starts. If your child's updated child care forms have not been received and date stamped by the Department of School Administration – Student Transfers by August 15, you will be need to re-enroll your child in his/her home school. Due to the large number of child care transfer requests and renewals, there is no grace period for late forms. Upon receipt and verification of the required form and documentation; you will receive notification from the Department of School Administration – Student Transfers and a copy of your child's approved renewal. An approved, stamped copy of your child's 2009-10 child care form will be sent to the receiving campus on your behalf.

***5. Will my approved child care transfer from last year be automatically renewed if my child goes to a babysitter rather than a licensed provider before or after school?***

If your circumstances have not changed, you will not need to complete a new SCT application, but you will need to complete the new *Babysitter Transfer Form (2009-10)* to renew your child's status. Once you have completed the form and had it notarized, the form must be mailed or submitted to the Office of Student Appeals, Suite 117, FBISD Administration Building, 16431 Lexington Blvd, Sugar Land, TX 77479. The district will not renew approved transfers from last year without the completed, appropriate 2009-10 form on file before the school year starts. If your child's updated child care forms have not been received and date stamped by the Department of School Administration – Student Transfers by August 15, you will be need to re-enroll your child in his/her home school. Due to the large number of child care transfer requests and renewals, there is no grace period for late forms. Upon receipt and verification of the required form and documentation; you will receive notification from the Department of School Administration – Student Transfers and a copy of your child's approved renewal. An approved, stamped copy of your child's 2009-10 child care form will be faxed to the receiving campus on your behalf. Abuses of this type of transfer reason will be the cause for the approved transfer to be revoked.

**SECTION 5: GRANTING CHILD CARE TRANSFERS (continued)****6. *Can an approved Special Circumstances Transfer for child care reasons be revoked during the school year?***

Yes, the approved SCT application may be discontinued at anytime if it is found that the information provided is erroneous or has been falsified, if the day care circumstances have changed and the updated information has not been reported to the child's approved campus, or any of the other reasons listed in the *Special Circumstances Guidelines (2009-10 School Year)*– Section 3.

**7. *What happens if I qualify for a renewal and forget to submit the required child care form and documentation prior to the start of the school year?***

If the appropriate form and/or supporting documentation are not received in the Office of Student Appeals at the same time prior to the start of the school year, your child/ren will be required to return to their home campus. 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 as soon as it is convenient for you to do so as long as you still meet the deadline stated on the application. There is no grace period for applications that are submitted after the deadline.

Upon receipt and verification of the required form and documentation; you will receive notification from the Department of School Administration – Student Transfers and a copy of your child's approved renewal. An approved, stamped copy of your child's 2009-10 child care form will be sent to the receiving campus on your behalf.

**8. *If my child attends a middle school, is he eligible for a child care transfer?***

No, middle school students are not eligible for child care transfers. The child care option is only available to the parents and legal guardians of children who attend a K-5 or K-6 campus.

## SECTION 6: APPEALING DENIALS

### ***1. Why would my application be denied?***

Your application will be denied if you do not meet the criteria on the application you have submitted. If your application is denied by the appropriate assistant superintendent it will automatically be forward to the Administrative Review Committee (ARC) for review. At this time, you may be contacted and invited to meet with the Committee to discuss your application. Once the decision has been made by the A charge of the leYes, you may appeal a denial decision. To do so, you will need to send a letter requesting a review of the decision either by US mail or as an attachment to your e-mail within ten (10) FBISD business days of the date noted on your denial letter. E-mail letters of appeal should be sent to [marylou.robertson@fortbendisd.com](mailto:marylou.robertson@fortbendisd.com). Letters sent by US Mail should be addressed to: Office of Student Appeals, Fort Bend ISD Administration Building, 16431 Lexington Blvd., Sugar Land, Texas 77479.

### ***2. If I decide to appeal the denial of my child's application, may I submit additional supportive documentation in support of the appeal request?***

No, all *supportive* documentation must be submitted at the same time the application is submitted. *Supportive* documentation is defined as information that may help validate your SCT application but is not required. Any *supportive* documentation received after the SCT application is submitted will not be considered at any level of the appeal.

### ***3. How long does it take to receive an answer regarding my appeal?***

The length of time depends on the number of Special Circumstances Transfer applications being considered. You will receive an e-mail or letter from the appropriate assistant superintendent regarding the results of the review of the denial decision.

### ***4. If the review committee denies my appeal, may I appeal to the Board of Trustees?***

Yes, you may petition the Board of Trustees for reconsideration of your denial after you have exhausted your appeals at the lower levels. You must send a letter requesting to petition the Board of Trustees either by US mail or as an attachment to your e-mail within ten (10) FBISD business days of receipt of your second denial letter. E-mail letters of appeal requesting to petition the Board of Trustees should be sent to [marylou.robertson@fortbendisd.com](mailto:marylou.robertson@fortbendisd.com). Letters sent by US Mail should be addressed to: Office of Student Appeals, Fort Bend ISD Administration Building, 16431 Lexington Blvd., Sugar Land, Texas 77479. No new documentation (required or supportive) will be accepted for the petition to the Board of Trustees. Petitions to the Board of Trustees will be acted on in August 2009.

### ***5. If my appeal is denied by the Board of Trustees, when may I submit a new Special Circumstances Transfer application for the same school year?***

You must wait until the next school year to reapply. You may apply for the 2010-2011 school year as soon as the SCT applications are posted online in the spring of 2010.

## **SECTION 7: REQUESTING SPECIAL EDUCATION TRANSFERS**

***1. Why would my Special Circumstances Transfer application for my child who receives special education services in a centralized program be handled differently?***

Some students with disabilities require very specialized programs that are not available on every campus. The ARD committee has the responsibility for determining the services a student needs and where those services will best be provided.

***2. What if the special education services are available on my child's campus, but I prefer a different campus?***

If the special education services that your child needs are available at his/her home campus, then there is no need to go to a different campus to obtain those services. A request for a transfer would not be approved unless one (1) of the seven (7) transfer reasons is met as outlined in the Guidelines for Requesting a Transfer from a Zoned Campus (2009-2010 School Year) – Section 1.

***3. May I request a Special Circumstances Transfer to a different campus for my child who receives only speech therapy through the Special Education department?***

Speech therapy is provided at all campuses in Fort Bend ISD. There would be no reason for a student to transfer to a different campus to receive speech therapy. A request for a transfer would not be approved unless one (1) of the seven (7) transfer reasons is met as outlined in the Guidelines for Requesting a Transfer from a Zoned Campus (2009-2010 School Year) – Section 1.

***4. What if I, as the parent, work for Fort Bend ISD and would like to have my child receive special education services at the campus where I work?***

You would need to request an ARD committee meeting. The ARD committee would determine if your child's special education services could be provided at the campus where you work.

***5. May I request that an ARD committee transfer my child, who receives special education services, to another campus even if none of the seven (7) reasons identified apply to my child's situation?***

As the parent, you may request an ARD committee meeting at any time. If your child's special education services can be provided at his/her zoned campus and if there are no extenuating circumstances as outlined in the Guidelines for Requesting a Transfer from a Zoned Campus (2009-2010 School Year) – Section 1, then there would be no reason for the ARD committee to transfer your child to another campus.

***6. Is my child eligible for special education transportation if she is approved for a transfer to attend a campus other than the zoned campus?***

Special education transportation is provided for students whose disability makes them unable to be transported by regular or typical methods. Special education transportation is provided from the student's home to the campus where your child's educational program is being offered and is not usually provided if your child is attending a campus

that is different from the one to which she is zoned, unless the disability makes her unable to be transported by regular or typical services.

**SECTION 7: REQUESTING SPECIAL EDUCATION TRANSFERS** (continued)

***7. May I, as the parent of a student receiving special education services but not in a centralized self-contained class, request a transfer as outlined on the Special Circumstances Transfer application?***

Any parent/legal guardian who feels his/her child meets one of the seven (7) reasons given in the Guidelines for Requesting a Transfer from a Zoned Campus (2009-2010 School Year) – Section I may request a transfer through this process. This process would not, however, be appropriate if your child is receiving special education services in a centralized class. These requests would need to be directed to your child's ARD committee. You are welcome to contact the Special Education office at 281-634-1359 if you have questions or need further information in this regard.