

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

June 2009

Questions and Answers about the SCT

Section 5: Granting Renewals

This section gives information on the processes supporting child care applications.

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 \(2009-10 School Year\)](#)
[Licensed Child Care Provider/Professional Daycare Center Transfer Form \(2009-2010 School Year\)](#)
[Babysitter Form \(2009-2010 School Year\)](#)

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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, 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, 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 by e-mail or mail 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 *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 by e-mail or mail 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.