

Special Circumstances Transfer Guidelines
(2009-10 School Year)

The parent or legal guardian of a child currently enrolled and living in the Fort Bend Independent School District (FBISD), a full time Fort Bend ISD employee, or a student 18 years of age or older currently enrolled in FBISD may apply for a transfer from the child's zoned campus to another campus by completing the appropriate application form and submitting it to the Department of School Administration – Student Transfers.

1. Special Circumstances Transfer (SCT) Applications for the 2009-10 School Year are available on the district's website, at campuses, and at the reception desk in the FBISD Administration Building, 16431 Lexington Blvd., Sugar Land. Employees should review the process and eligibility requirements found on the employee webpage.
2. Applicants should complete the appropriate application for the type of student transfer approval they are seeking. The types of transfers are described in *Section 1* of this document. Further information regarding the process is provided on each application and in the document titled, [Questions and Answers about the SCT](#).
3. It is not necessary to complete an application for some categories of renewals to the same campus for the same reason. A letter will be sent by the Department of School Administration – Student Transfers to parents/guardians informing them of their child's renewal status for the coming school year. In some circumstances, it will be necessary as noted in *Section 1* of these guidelines to annually resubmit updated forms and documentation for transfers in order to qualify for a renewal. Approved transfers for licensed child care providers, professional child care centers, babysitters, medical, or hardship requests will require updated information. In the instance where a transfer has expired, a new application will be required. Please see *Section 3* of these guidelines for additional information.
4. Each new application for a transfer from a student's zoned campus to a different campus in the district will be reviewed on a case-by-case, space-available basis by the Department of School Administration – Student Transfers.
5. The information you provide on your Special Circumstances Transfer application must match the parent and student information the district has on file. If the information given to the district at the time of enrollment such as home address, telephone numbers, applicant's last name, etc. does not match the information given on the transfer application, the application will be rejected and returned to you. You will need to go to the campus where your child is currently enrolled to update your information before you can resubmit your application. A resubmitted application is subject to the deadline stated on the application.
6. Your application and any supporting or required documentation must be mailed or delivered to the Department of School Administration – Student Transfers, in the Administration Building at 16431 Lexington Blvd., Sugar Land, Texas 77479. The deadline for receipt and date-stamping of your application by the Department of School Administration – Student Transfers is stated on your application.
7. If you are unable to mail or deliver your application to the FBISD Administration Building, you may submit it to a campus for forwarding by intra-district mail to the Department of School Administration – Student Transfers. Upon submission to a campus, you may request a dated copy of your submitted application and documentation showing you submitted your application. It is important for you to know that your application is not checked by the campus to make certain you have completed it correctly or attached any required documentation.
8. Your SCT application is not officially received until it arrives and is date-stamped in the Department of School Administration – Student Transfers. Please be aware that if you choose to use the district's intra-district mail service, you should allow a minimum of three (3) business days for delivery to the Department of School Administration – Student Transfers. Applications in transit are not considered as "received," and you may miss the filing deadline given on the application. There is no process for accepting a completed electronic application or supporting documentation; and due to the volume of applications, there is no grace period for late applications. Late applications will be rejected and returned to the applicant.
9. Your application will be date-stamped as "received" by the Department of School Administration – Student Transfers when it arrives and if you have provided all of the information requested on the application and attached any required documents. If you have provided an e-mail address, you will receive an acknowledgement of receipt of your application within ten (10) business days.
10. If any part of your application is incomplete including any required documentation, it will not be date-stamped as "received" and will be returned to you by US mail to the address given on the application. Due to the number of applications received, it is advisable to keep a copy of your application and any documentation for your files before submission to the Department of School Administration – Student Transfers.

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Section 1 - Reasons for Granting the Approval of a Special Circumstances Transfer

FBISD Policies and Procedures are used as the basis for approving all SCT applications. All required and supporting documentation that a parent or guardian feels supports the application must be submitted at the same time as the SCT application. This includes any required notarized forms or documents, medical or professional letters of support, incident reports, proof of address, or parent/guardian letters of explanation. Any information submitted or received after the SCT application form has been "received" by the Department of School Administration – Student Transfers will not be considered in the decision. Approvals may be granted if the SCT application meets one or more of the following reasons:

1. Address Change After School Year Begins: This transfer allows a currently enrolled student, whose family moves out of the attendance zone after the school year begins, to remain at the campus where he/she is enrolled and complete the school year with his/her class. If this request is approved, the student must be enrolled in his/her zoned campus the following school year. Please see the *Special Circumstances Transfer – Address Change after School Year Begins* application for further information. (Required documentation: copy of a current utility bill and lease or deed showing new address)
2. FBISD Employee: This transfer allows the child of a Fort Bend ISD employee to (a) attend the campus where the employee works or (b) attend the campus nearest to that work location, as determined by the Department of School Administration.
3. Same High School as Previous Two Years: This transfer allows a currently enrolled high school student who has earned junior status by the Friday before the first day of the school year and is moving or has been rezoned out of his/her attendance zone to complete his/her final two years in the same high school he/she attended the previous two (2) years. Upon approval, this transfer is good for two school years. Elementary or middle school students are not eligible for this transfer. Please see the *Special Circumstances Transfer – Same High School* for further information.
4. Child Care: This transfer allows a currently enrolled student to attend an elementary campus other than his/her zoned campus when (a) the child care provider or professional daycare center does not provide transportation service to the student's zoned campus; or (b) the child care provider's physical address is zoned to the campus requested and the caretaker accepts responsibility for the student's transportation. If this request is approved, the change of campus does not constitute a permanent transfer; new documentation is required annually for renewal. Please see the *Special Circumstances Transfer – Child Care* application for further information. (Required documentation: notarized appropriate 2009-10 child care form available on-line and at campuses; and proof of daycare center enrollment if required)
5. Documented Safety Reasons: The transfer allows the parent/legal guardian of a currently enrolled student who has been the victim of a school-related crime or who has documented safety reasons at his/her campus to request a change of campus assignment. If this request is approved, the change of campus does not constitute a permanent transfer; new documentation is required annually for renewal. Applicants who meet the documentation criteria and are approved for this type of transfer will be given a list of campuses from which to choose, as determined by the Department of School Administration. Campuses on the list will be chosen based on available space and the student's educational needs. Please see the *Special Circumstances Transfer – Documented Safety Reasons* application for further information. (Required documentation: letter of verification from the campus principal, school incident report, and/or police report)
6. Documented Medical Reasons: This transfer allows the parent/legal guardian of a currently enrolled student to request a change of campus assignment when the child or parent/guardian has a documented medical condition that makes attending the zoned campus difficult for the family. This transfer must be supported by detailed information from the parent/guardian concerning the reason for the request and completion of the *Medical Transfer Supporting Document - 2009-10 School Year* by a licensed health professional. If this request is approved, the change of campus does not constitute a permanent transfer; new documentation is required annually for renewal.
7. Documented Family Hardship: This transfer allows the parent/legal guardian of a currently enrolled student to request a change of campus assignment because the placement of the student at his/her zoned campus creates a documented hardship on the family. If this request is approved, the change of campus does not constitute a permanent transfer; a new application is required annually. Please see the *Special Circumstances Transfer – Documented Family Hardship* application for further information. (Required documentation: a detailed explanation from the parent/guardian and notarized documentation supporting transfer request)

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Section 1 - Reasons for Granting the Approval of a Special Circumstances Transfer (continued)

Please see the *Special Circumstances Transfer – Documented Medical Reasons* application for further information. (Required documentation: a detailed explanation from the parent/guardian and Medical Transfer Supporting Document - 2009-10 School Year - available on-line and at campuses)

Section 2 - Notification of Decision

Upon receipt of the SCT application, notification of the decision will be made within twenty (20) business days by e-mail or in writing to the address provided on the application. Parents/guardians wishing to appeal the denial of their SCT application must send a letter either by US mail or as an attachment to their e-mail within ten (10) days of receipt of the denial letter. E-mail letters of appeal should be sent to studenttransfers@fortbendisd.com. Only one letter of appeal will be accepted. Letters sent by US Mail should be addressed to: Department of School Administration – Student Transfers, Fort Bend ISD Administration Building, 16431 Lexington Blvd., Sugar Land, Texas 77479. The decision will be reviewed by a special SCT application review committee. No additional documentation will be accepted or considered in the formal review process. Once the decision has been reviewed, the parent/guardian will be notified in writing of the review committee's decision to uphold or overturn the denial. Parents/guardians wishing to petition the Board of Trustees as a final appeal may do so by sending a letter of request in writing by US mail or e-mail using the same mail delivery information as given above.

Section 3 - Reasons for Denying or Revoking a Special Circumstances Transfer

1. The information provided on the Special Circumstances Transfer application is incomplete and/or has been submitted without the required forms, document(s), or necessary supporting information.
2. The child attending the elementary campus (a) ceases to go to the identified child care provider's place of service; (b) the child care provider stops providing transportation services for the child; (c) the child care provider relocates out of the requested school's attendance zone; or (d) the information related to the child's day care needs and/or situation has been falsified or is erroneous.
3. The child is ineligible for this transfer because he/she (a) is enrolled as a Power of Attorney (POA) student, (b) lives in a dual resident situation, or (c) is enrolled as an intended resident.
4. The Department of School Administration has determined that the requested campus is filled to capacity or overcrowded in the student's grade level.
5. The student has a history of documented *Student Code of Conduct* infractions and/or commits a violation which results in assignment to the Campus, District, or Juvenile Justice Alternative Education Program.
6. There are documented patterns of truancy, tardiness, and/or late pick ups requiring the supervision of the child by school staff.
7. The information and/or notarized documentation provided with the Special Circumstances Transfer application or the school enrollment form has been falsified.
8. The parent/guardian is no longer an employee of Fort Bend ISD.
9. The stated reasons and documentation do not support granting the transfer request. The request does not meet one of the reasons described in *Section 1* of these guidelines.
10. The special program needs of the student can be met at the zoned campus.

Section 4 - Special Education Transfer Requests

This form may not be used for special education transfer requests for students being served in centralized special education programs. Parents/guardians of students receiving special education services in a centralized program must request an ARD committee meeting for the purpose of seeking a transfer to a campus other than the one to which their child is zoned or assigned. Questions regarding students in specialized programs are welcomed and may be directed to the Department of Special Education Services by calling 281-634-1359 or e-mailing stephanie.clark@fortbendisd.com. (FBISD SCTG.2009.DOSA. 07.27.09R)

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Section 5 - Assistance

Questions and Answers about the SCT can be found on the district's website at www.fortbendisd.com by selecting Parent Information > Student Transfers. Completion of the Special Circumstances Transfer application, the approval process, the documentation required, 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@fortbendisd.com. The policy governing this process may be reviewed by visiting the Fort Bend ISD website at www.fortbendisd.com and selecting General Information > Policy Online > F-Students > FDB Legal > Admissions – Intra-District Transfers (gives state information) or > FDB Local > Admissions – Intra-District Transfers (gives local policy).

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