

## FBISD Special Circumstance Transfer Guidelines

Fort Bend ISD offers Special Circumstance Transfers (SCTs) to the parents/guardians of any student currently enrolled in Fort Bend Independent School District (FBISD) or a student 18 years of age or older currently enrolled in FBISD. Special Circumstance Transfers are based on specific criteria and transportation is not provided. Approvals are based on space availability and excludes campuses designated as closed due to projected campus utilization for the current school year.

The parent/guardian of any student currently enrolled in Fort Bend Independent School District (FBISD) or a student 18 years of age or older currently enrolled in FBISD may apply for a SCT to a campus other than the home campus by indicating the reason for the request.

### SCT Eligibility Criteria

- The student has a serious medical/mental/psychological health condition, documented by appropriate medical personnel, and the documentation indicates the student's needs cannot be met at the student's home campus. *Transfer decisions will be delayed until documents are received.*
- A student is a victim of a documented physical assault and the student committing the assault is enrolled at the victim's home campus.
- A student is a victim of documented bullying and/or cyberbullying which has been verified by the home campus.
- Other – Parent or guardian may select other if the reason is not medical, physical assault, or bullying.

### UIL Considerations

A student's participation in UIL activities shall be in accordance with all applicable UIL regulations and Board policies. Varsity athletic participation shall be based on UIL residency requirements during grades 8-12. Please consult with the Fort Bend ISD Athletics to determine eligibility. For more information, you may visit the [Fort Bend ISD Athletics webpage](#)

### Timeline

SCT requests are accepted throughout the current school year. SCT requests for the next school year are accepted beginning in June. Transportation is not provided for approved transfers.

### Campuses Choices

Parents/guardians or students may transfer their student to any open campus. Transportation is not provided for transfer students. SCT approvals are based on space availability and campuses available for SCTs are subject to change based on the campus utilization for the 2023-24 school year. Parent and guardians should select three campus choices in the order of importance.

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### Application Process

Students eligible for a SCT may complete an online transfer request. Only one SCT is approved per student during a school year. The Department of Student Affairs will provide parents/guardians or students with an emailed link to complete their transfer request. Parents will need to use their Family Access username and password to access the SCT online application. For more information, please contact the Department of Student Affairs at [student.affairs@fortbendisd.com](mailto:student.affairs@fortbendisd.com) or (281) 327-2829.

**\*\*Once you have completed your online transfer application, be sure to click the submit button. If you do not click the submit button after completing your online application, it has not been submitted and it will not be processed.\*\***

### Notification of Decision

Notification of transfer decisions will be sent via email by the Department of Student Affairs.

### Transfer Warning Letter

For transfer students that experience discipline and/or attendance concerns while attending the transfer campus, a transfer warning letter will be issued. A transfer warning letter will indicate the student is on probation and continued discipline and/or attendance concerns may result in the student's transfer being revoked.

### Transfer Revocation Letter

For transfer students that continue to experience discipline and/or attendance concerns after receiving a transfer warning letter, the campus may revoke the student's transfer at the end of the school year. If the transfer student's discipline results in an assignment to the DAEP, DEP, or JJAEP, the student's transfer may be revoked after the assignment is completed and the student will return to the zoned campus immediately. A student that has had their transfer revoked may be ineligible to apply for another transfer for a calendar school year.

### Reasons for Denying or Revoking a SCT:

- Requested campus is closed.
- Poor attendance, including excessive absences, late arrivals and late pick-ups.
- Level II or higher disciplinary infractions, including DAEP, DEP, and JJAEP placements.
- Erroneous/false information provided on the SCT application.
- Revocation of a previous SCT.
- Parent/guardian or student is no longer a resident of Fort Bend ISD.
- Required documentation (refer to SCT Eligibility Criteria) was false, incomplete or not uploaded into the application.

For questions regarding employee student transfer guidelines, please contact the Department of Student Affairs at [student.affairs@fortbendisd.com](mailto:student.affairs@fortbendisd.com) or 281-327-2829.