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FBISD
Student Transfer
Guidelines

2025-2026

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STUDENT TRANSFERS APPLICATION TIMELINE

Beginning January 2025, any student who is currently on an approved transfer will be required to annually renew their transfers. The 2025-2026 student transfer request and renewal window will open in phases. All current transfer students will need to submit a transfer renewal to remain at the transfer campus. Students submitting new requests will submit a transfer request during the window designated for their grade level. Submitting a transfer renewal or new request does not guarantee approval. Transfer renewals and new requests can be denied if the student does not meet student transfer eligibility.

No transfer requests will be accepted after the application window has closed except for the following reasons:

- Student has had a change of residence after the start of school and is requesting a Change of Address transfer to remain at current campus for the semester.
- Student is requesting a sibling transfer. (Please note siblings of PK students are not eligible to transfer to PK campus)
- Student is the child of a peace officer or military service member.
- Student is the child of a newly hired full-time benefits eligible employee or student is the child of a current employee who has been assigned to a new campus or work location.
- Student is victim of documented physical assault or documented bullying after the application window closed.

2025-26 Student Transfers Application Phases

Application Phases	Grade Level and Transfer Type
<p>Phase 1 Application Renewal Window: January 21, 2025 - February 21, 2025</p> <p>Rising 10th -12th grade students, currently on a SCT or EST</p> <p><i>If the student will not be returning to the transfer campus for the 2025-26 school year, do not complete a transfer renewal request.</i></p>	<p>Phase 1</p> <p>For students who will be in 10th-12th grades for the 2025-2026 school year and are CURRENTLY on a SCT or EST.</p> <p>Those students will need to complete a transfer renewal if they wish to return to the current transfer campus. Students must have an approved transfer request to enroll at the transfer campus.</p>
<p>Phase 2 Application Renewal Window: March 24, 2025 – May 7, 2025</p> <p>Rising 1st – 5th grades students currently on a SCT or EST and Rising 7th and 8th grade students currently on a SCT or EST and</p>	<p>Phase 2</p> <p>For students who will be in 1st -5th grades or 7th -8th grades for the 2025-2026 school year and are CURRENTLY on a SCT or EST.</p> <p>Those students will need to complete a transfer renewal if they wish to return to the current transfer campus. Students must have an approved transfer request to enroll at the transfer campus.</p>

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<p style="text-align: center;">March 24, 2025 - April 9, 2025 (Employee Student Transfers Only)</p> <p style="text-align: center;">Rising 6th -12th grade students NOT CURRENTLY on an <u>EST</u></p> <p style="text-align: center;">Rising 6th and 9th grade students currently on an <u>EST</u> who will be transitioning to middle school or high school</p> <p style="text-align: center;">April 21, 2025 - May 7, 2025 (Employee Student Transfers Only)</p> <p style="text-align: center;">Rising K - 5th grade students NOT CURRENTLY on an <u>EST</u></p> <p><i>Rising K- 12th grade students not currently on a SCT and rising 6th and 9th grade students currently on a SCT, who will be transitioning to middle school or high school, will be processed in Phase 3.</i></p>	<p>For students who will be in 6th and 9th grades for the 2025-2026 school year and are CURRENTLY on an EST and will be transitioning to middle school or high school.</p> <p>For students who will be in K- 5th grades for the 2025-2026 school year and are NOT CURRENTLY on an EST and wish to request a transfer for the 2025-2026 school year.</p> <p>For students who will be in 6th - 12th grades for the 2025-2026 school year and are NOT CURRENTLY on an EST and wish to request a transfer for the 2025-2026 school year.</p> <p>These students will need to complete a new transfer request if they wish to attend a transfer campus. Students must have an approved transfer request to enroll at the transfer campus.</p>
<p style="text-align: center;">Phase 3 New Application Window: June 2, 2025 - June 27, 2025 (Special Circumstance Transfers Only)</p> <p style="text-align: center;">Rising K– 12th grades students NOT CURRENTLY on a SCT</p> <p style="text-align: center;">and</p> <p style="text-align: center;">Rising 6th and 9th grade students CURRENTLY on a SCT who will be transitioning to middle school or high school</p>	<p>Phase 3</p> <p>For students who will be in kindergarten -12th grades for the 2025-2026 school year and are NOT CURRENTLY on a SCT.</p> <p>For students who will be in 6th or 9th grades for the 2025-2026 school year and are CURRENTLY on a SCT. These are students that will be transitioning to middle school or high school and not returning to the current transfer campus.</p> <p>These students will need to complete a new transfer request if they wish to transfer to another campus. Students must have an approved transfer request to enroll at the transfer campus.</p>
<p style="text-align: center;">Phase 4 New Application Window: July 7, 2025</p> <p style="text-align: center;">Rising K– 12th grades students NOT CURRENTLY on an EST</p> <p style="text-align: center;">and</p> <p style="text-align: center;">Rising K– 12th grade students with an approved EST who are requesting a change based on employee’s new work location</p>	<p>Phase 4</p> <p>For students of newly hired FBISD employees or current employees who have a newly assigned work location or campus.</p> <p>Students must be in grades Kindergarten -12 for the 2025-26 school year. Students must have an approved transfer request to enroll at the transfer campus.</p>

STUDENT TRANSFERS

In accordance with Board Policy FDB (LOCAL), students attend the school in the attendance zone in which he or she resides. A parent or guardian may request a student transfer, to a campus other than the student's zoned, campus through the Department of Student Affairs. Transfer requests may be submitted for students entering kindergarten through 12th grades. A student transfer application can be found on the Student Affairs department webpage and submitted electronically. Transfer requests must be submitted within the designated timeframes posted on the webpage. Submitting a transfer request does not guarantee approval. Approved transfers are for one school year and must be renewed annually.

A student transfer will not override an attendance boundary modification approved by the Board of Trustees. Transfer requests submitted because of friendships, dislike for a teacher, principal, staff member, or other students or reasons other than those listed under Student Transfer Eligibility are not considered valid reasons for a transfer.

Transportation is not provided for approved transfers.

Types of Transfer

FBISD offers the following types of transfers:

- **Employee Student Transfers (EST)** for students of current full-time, benefits eligible employees.
- **Special Circumstance Transfers (SCT)** for any student currently enrolled in FBISD who meets transfer eligibility.
- **Change of Address Transfers (CAT)** for students who move, within FBISD attendance boundaries, after the start of school. This type of transfer is completed with the campus registrar and allows students to remain at the current campus until the end of the current semester. This transfer is reviewed by the campus principal and may be denied for poor attendance and discipline.
- **One Time Option Transfers (OTO)** for students who move, within FBISD attendance boundaries, after the start of school. One Time Option transfers (OTO) are only available to students in 5th, 8th, or 10th-12th grades.
 - For elementary school students in 5th grade, who move within FBISD attendance boundaries, after the start of school, an OTO may allow a student to remain until the end of 5th grade.
 - For middle school students in 8th grade, who move within FBISD attendance boundaries, after the start of school, an OTO may allow a student to remain until the end of 8th grade.
 - For high school students in 10th, 11th, or 12th grade, who move within FBISD attendance boundaries, after the start of school, an OTO may allow a student to remain until the completion of their high school career.
- **HB 1959 (PID)** for students of peace officers. (ID required).
- **HB 2892 (MID)** for students of military service members. (ID required).
- **Public Education Grant (PEG)** for students whose campus is a Texas Education Agency identified PEG campus and allows them to transfer to another FBISD campus designated for PEG transfer students.

Student Transfer Eligibility

A student may be eligible to request a transfer for the following reasons:

- Student is a child of a full-time, benefits eligible district employee.
- Student is the victim of a documented physical assault, **and the student who committed the assault attends the victim's home campus** (allegations of assault will be verified with home campus).
- Student is the victim of documented bullying (parent must provide bullying determination letter from campus).
- Student has been diagnosed with serious medical/mental/psychological health condition documented by appropriate licensed medical personnel, **and there is documentation that the student's identified needs cannot be met at the home campus.**
- Student is a sibling of a current transfer student and is requesting to attend the same campus. A sibling of a Pre-K student does not qualify for a transfer to the Pre-K student's relocated campus.
- Student is the child of a peace officer or military service member in accordance with HB1959 or HB2892.
- Documented unresolved student conflict exists even after home campus and parents have exhausted all resources and efforts to address concerns (verification by campus executive director is required).
- Change of Residence (documentation of new residence required).

Transfer requests submitted because of friendships, dislike for a teacher, principal, staff member, or other students or reasons other than those listed under Student Transfer Eligibility are not considered valid reasons for a transfer.

Campus Availability

The district reviews transfer campus availability annually. Campuses available for student transfers are based on space availability and exclude campuses designated as closed due to projected campus utilization for the current school year or upcoming school year. Additionally, open campuses may be closed during the school year due to increasing enrollment.

For students who have approved transfers and have been attending a campus that is closed for the upcoming school year, those returning students may be allowed to return to the transfer campus if the transfer has not been denied or revoked.

Parent Acknowledgement

A parent or guardian submitting a student transfer request must understand the following terms:

- Transfers do not and will not override a Board-approved Attendance Boundary Modification.
- Transportation to the transfer campus must be provided by the parent or guardian. High school students are not guaranteed parking privileges.
- The student transfer, once approved, will remain in effect until the end of the current school year if the student remains in good standing and must be renewed annually.
- Students are allowed only one student transfer request per school year.
- Failure to enroll a student at the approved transfer campus by the deadline indicated in the transfer approval letter could result in an automatic transfer revocation.

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- Transfer students must abide by the FBISD Student Code of Conduct. The principal may revoke the transfer for serious or persistent misconduct or will revoke the transfer for any offense resulting in a DAEP, DEP, or JJAEP placement.
- A transfer may be revoked for a documented pattern of late arrivals, late pick-ups, and/or poor attendance.
- Any falsification of information will cause the student transfer request to be denied and/or revoked.
- Approval of a student transfer does not guarantee UIL varsity athletic eligibility. An application for a waiver of the UIL Parent Residence Rule may be required. Contact the FBISD Athletics department for more details.

Length of Approved Transfers

NOTIFICATION OF TRANSFER APPROVAL/DENIAL

Notification of transfer decisions will be sent via email by the Department of Student Affairs. Transfer approvals are sent to the parent/guardian, the home campus, and the transfer campus. Transfer denials are sent to the parent. While a transfer denial is not appealable, a parent who resides within the district may address a concern informally and may exercise the right to complain under the procedures outlined in Board policy FNG (LOCAL).

Reasons for Denial or Revocation

Transfers may be denied or revoked if a student no longer meets the criteria for a transfer or for the reasons listed below. Transfer revocations can occur at the end of the school year or mid-year for certain FBISD Student Code of Conduct violations. While a transfer revocation is not appealable, a parent who resides within the district may address a concern informally and may exercise the right to complain under the procedures outlined in Board policy FNG (LOCAL).

Reasons for denying or revoking a transfer include, but are not limited to, the following:

- The transfer request was submitted before the appropriate application window opens or after the appropriate transfer application deadline closes.
- Student does not meet transfer eligibility criteria for the requested transfer.
- Student has been granted a transfer for the current school year.
- Student's transfer was revoked at the end of the current school year. End of year revocations impact a student eligibility to renew a student transfer for the upcoming school year.
- Student has documented level two and higher violations of the Student Code of Conduct that have resulted in in-school suspension or out of school suspension.
- Student has a disciplinary infraction that mandated removal to a DAEP, DEP, or JJAEP in current school year or previous school year.
- Student has documented poor attendance and/or documented truancy.
- Parent/guardian and student no longer lives in a residence that is zoned to a FBISD campus.
- Parent/guardian is no longer a full-time, benefits-eligible employee of FBISD.
- FBISD employee is not the student's parent or legal guardian.
- The requested campus is closed for student transfers.
- Student is enrolled on a Power of Attorney or Intent to Reside.
- Required documentation for proof of employment, legal guardianship, or student's participation in a Special Program, (i.e., Special Education, 504, etc.) was false, incomplete, or not uploaded into the application within the designated acceptance window.

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- Student transfer request is for the purpose of participating in an extra-curricular activity at receiving transfer campus.
- Parent/guardian or student has falsified information on the transfer request.
- Student is not currently enrolled in FBISD and is not attending the zoned campus.
- Student was withdrawn from a FBISD program of choice.
- Student has a felony or misdemeanor criminal conviction.

Other Considerations - University Interscholastic League (UIL) participation

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 FBISD Athletics department to determine eligibility. For more information, you may visit the FBISD Athletics department webpage or contact their office at 281-634-1900.

Other considerations – Programs of Choice

Students who are in 10th-12th grades and withdraw from or are dismissed from a program of choice will return to their home campus unless approved by the Academy Review Committee to remain enrolled at the program of choice campus. Program of Choice students are not eligible for transfers through the Department of Student Affairs. *Please refer to Policy EIC (Local) revisions on ranking.

Other considerations – Public Education Grant Transfers

The PEG program permits a parent whose student attends a campus on the PEG List to request a transfer to another campus within their home district or to a campus in a different district. PEG transfer students are held to the same attendance and behavior expectations as all transfer students and may be revoked. Please refer to the "Reasons for Denial and Revocation" section to review the reasons for transfer revocation.

Other considerations – McKinney Vento

Students enrolled under McKinney Vento provisions who are granted a transfer through the Department of Student Affairs may experience ineligibility for some services provided under the McKinney Vento provision. Please consult the Title I Campus Support Coordinator for more information.

Other considerations – Employees Resignations

A student's employee student transfer (EST) eligibility is based on the parent's employment. If the parent is no longer employed, the student is no longer eligible for an EST. If the parent terminates their employment after the school year has begun and the student is zoned to a FBISD campus, the student will be allowed to complete the current semester.

For example, if the employee terminates their employment between the first day of fall instruction (August 9) and last day of fall instruction (December 15), the student will be allowed to complete the fall semester and remain enrolled until the last day of fall instruction (December 15).



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For example, if the employee terminates their employment between first day of spring instruction (January 1), and last day of spring instruction (May 30), the student will be allowed to complete the spring semester and remain enrolled until the last day of spring instruction (May 30).

Questions

For questions regarding student transfer guidelines, please visit the Department of Student Affairs webpage to review the Student Transfer FAQs or contact the Department of Student Affairs at student.affairs@fortbendisd.gov or 281-327-2829.