

## TRANSFER RENEWAL POLICY AND PROCEDURES

### Transfers for Children of Out of District Employees

- December 2006 – HISD Board approved an update to HISD Board Policy FDA (LOCAL) Admissions: *Interdistrict Transfers*, limiting transfers for the children of nonresident employees. The board's intent is to ensure that HISD residents have first priority for enrollment in HISD schools. Space Available signifies that a school is listed on the HISD Space Available list in the Student Transfer Department.
- HISD employees who reside outside of HISD and want their children to attend HISD schools have three options:
  1. Teachers and school-based HISD employees who reside outside HISD may bring their children to the **school in which they work**.
    - Parent must apply for an Out of District Employee (ODE) transfer.
    - Tuition is waived as long as the parent remains an employee of the district.
    - Renewal of the Out of District Employee transfer will be subject to all guidelines regarding renewal of Out of District Employee transfers. Once the transfer is approved, and as long as the student is enrolled continuously, the student is allowed to complete their academic program at that particular school.
    - A nonresident employee at a magnet school may bring their children to the school in which they work as a non-magnet student. An Out of District Employee Magnet (ODEM) transfer may be approved to a school-wide or school within a school (SWAS) magnet program only if the student qualifies according to magnet guidelines and if space is available after all qualified HISD residents are accepted.
    - Once a school has been capped due to over-crowded conditions, employee children are subject to the same procedures as HISD residents zoned to the campus.
  2. Any HISD employee may apply for an Out of District Employee transfer (**non-magnet**) to any HISD school. Schools on the HISD Space Available List that have not have denied a qualified HISD resident's request for a transfer during the year may approve transfers.
    - Parent may apply for an Out of District Employee transfer current year at any time.
    - Out of District Employee transfers for the following school year may be approved beginning the first Monday of June, provided that no qualified HISD resident was denied admission for the current year.
    - Tuition will be waived as long as the parent remains an employee.
    - Renewal of the Out of District Employee transfer will be subject to all guidelines regarding renewal of Out of District Employee transfers. Once the transfer is approved, and as long as the student is enrolled continuously, the student is allowed to complete their academic program at that particular school.
  3. Children of employees who reside outside of HISD may apply to **magnet programs** during the regular recruitment period designated annually by the Magnet Department. These students will be given priority over all other out of district students.
    - These applications will be given priority over other out of district applications, but are subject to the same guidelines as other out of district applications.

- Out of District Employee transfers for the following school year may be approved beginning the first Monday of June, provided that no qualified HISD resident was denied admission for the current year.
- A qualifying nonresident student may participate in the magnet program at a school-wide magnet campus provided space is available. If the campus has a SWAS magnet program, the student is not part of the magnet program.
- Tuition will be waived as long as the parent remains an employee.
- Renewal of the Out of District Employee Magnet transfer will be subject to all guidelines regarding renewal of Out of District Employee and magnet transfers. Once the transfer is approved, and as long as the student is enrolled continuously, the student is allowed to complete their academic program at that particular school.

**Renew These Transfers Using the On-line Transfer Database:**

1. All transfer types for HISD resident students.
2. Out of district transfers in cases where:
  - the student is remaining in the same HISD school,
  - the student's home school has not changed, and
  - the parent agrees to continue paying tuition.

Documentation Required:

- Promissory Note for the 2007-2008 school year, indicating their willingness to pay the approved tuition rate for the school they have selected. The parent signature on the Promissory Note must be notarized in the HISD Student Transfer Department at no charge or any notary public.

3. Out of district transfers for children of HISD employees if:
  - the parent continues as a HISD employee,
  - the student remains at the same school as the prior year, and
  - the home school is the same.

**Send the Parent to Student Transfer Department at 4400 West 18<sup>th</sup> Street, when:**

1. The family does not reside in HISD and the status of the child's parent as an HISD employee changes.
2. The out of district student will attend a new school within HISD.
3. The nonresident family changes residence, but remains outside HISD.
4. The out of district school to which the student is zoned is different from 2006-2007. (e.g., students moving from elementary to middle schools)
5. A student previously approved for a magnet transfer has moved out of HISD and will need a new out of district transfer.

Documentation Required:

- Promissory Note for the 2007-2008 school year, indicating their willingness to pay the approved tuition rate for the school they have selected. The parent signature on the Promissory Note must be notarized in the HISD Student Transfer Department at no charge or any notary public.

- Nonresident employee's children require a copy of a pay stub to indicate that the parent contributes to TRS, the child's birth certificate, and the child's social security number.

## HOW TO ACCESS THE STUDENT TRANSFER DATABASE

1. Log on to the web ([www.houstonisd.org](http://www.houstonisd.org)<<http://www.houstonisd.org/>>).
2. Enter your login and password to access the portal.
3. Under the **Applications** tab, click on **Transfers**.
4. Click on **Renewals** tab. All transfers will come up for renewals.  
You have three options to select from:

**Renew** – If you are renewing the transfer for next year.

Approval letters will be mailed from the Student Transfer Department in May, 2007.

Note: Since students on Adequate Yearly Progress, Unsafe Schools, Violent Crime Victim, Homeless, and Public Education Grant transfers are to be treated as if they were residents, these transfers must be renewed.

**Deny** – If you are not renewing the transfer for next year because the student is being exited from a program for which a transfer was previously granted. Follow procedures described in HISD Elementary or Secondary Guidelines for exiting students.  
Denial letters will be mailed from the Student Transfer Department in May, 2007.

**Do Not Renew** – If the student is in the high grade at your school and will not be coming back or if the student has previously withdrawn or was a “no show”. Students in the high grades will default to “Do Not Renew”. School staff may override this coding if the student is to remain at the school the following year.  
No letters are mailed out for “Do Not Renew”.

5. Click Yes on **Transp?** if transportation is requested.  
This option is only available for certain types of transfers. Students must meet HISD Transportation Department guidelines.

If you are unable to access the system, please call the Student Transfer Department at 713-556-6734 to get log-on privileges.

NOTE: Once you have updated the file, you may go back and click on the **Review** tab to see the students you have approved for 2007-2008.

If you have any questions, call the Student Transfer Department, 713-556-6734.