

### **III. ENROLLMENT AND ATTENDANCE**

#### **ADMISSION AND AGE REQUIREMENTS**

To attend Pre-K, a child must be three or four years of age on September 1 of the current school year (with priority given to four year olds) and meet one or more of the following:

1. unable to speak and comprehend the English language; or
2. economically disadvantaged; or
3. active military, including the child of a member who was hurt or killed on active duty; or
4. homeless, as defined by 42 U.S.C. Section 11302 (McKinney-Vento Homeless Education Assistance Improvements Act), regardless of residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child; or
5. has ever been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code.

To attend Head Start, a child must meet the requirements of age and family income as established by section 645(a)(2) of the Head Start Act. The child must be three or four years of age on September 1 of the current school year and meet one or more of the following criteria:

1. federal poverty guidelines; or
2. homeless, as defined by 42 U.S.C Section 11302; or
3. currently in foster or kinship care.

Except as provided by local policy, up to ten percent of the children who are enrolled in Head Start may be children from families that exceed the low-income guidelines, but who meet the criteria that the program has established for selecting such children and who would benefit from Head Start services.

To attend Kindergarten, a child must be age 5 on or before September 1st. Upon enrollment in pre-kindergarten (PK) or kindergarten, a child must attend school. Pre-K, Head Start, and kindergarten students are subject to compulsory school attendance rules.

To attend First Grade, a child must be age 6 on or before September 1st.

#### **REGISTRATION REQUIREMENTS**

##### **Proof of Residency**

Parents must submit proof of residence within District boundaries, such as a current home telephone bill, utility bill (e.g. a power, water, or cable bill), or an effective mortgage or lease contract if it includes the parent's name and the current address of his/her residence. If proof of residency is not available or if residency is being established through a notarized statement, the ***Student Residency Questionnaire*** will be reviewed by campus/district personnel to determine housing situation and eligibility for the McKinney-Vento Homeless Assistance Act.

A student who is living separate and apart from a parent, legal guardian, or other person having lawful control under a court order, or whose grandparents reside in the District and provide a substantial amount (as defined by the District's Board) of after school care, may apply for admission. A Student Residency Questionnaire must be secured for the student and will be reviewed by campus personnel/district personnel to determine housing situation and eligibility for the McKinney-Vento Education Assistance Act. The District is not required to admit a student who has engaged in conduct within the preceding year that resulted in removal to a Disciplinary Alternative Education Program

(DAEP) or expulsion, who has engaged in delinquent conduct or conduct in need of supervision, who is on probation, or who has been convicted of a criminal offense and is on probation or other conditional release. The principal shall refer these students, as needed, to the appropriate hearing officer.

### **Other Registration Requirements**

In addition to proof of residency, the parent will need to present the following documents/information to register a student:

1) child's birth certificate or other proof of child's identity and age, 2) the child's academic records from the school most recently attended, and 3) immunization records. Copies of the Social Security card and birth certificate are required for the state of Texas education records. Should the student qualify for the McKinney-Vento Homeless Education Assistance Improvements Act, documentation may not be needed.

1. **Proof of child's identity:** official birth certificate, other demographic information required includes complete name, sex, and ethnicity, date of birth, home language, and migrant information. Parents are strongly urged to present the child's Social Security card for enrollment. The child's Social Security number is important in ensuring that the correct information is received. It is an offense for a person to obtain, possess, transfer or use, with intent to harm or defraud another, the identifying information of another person without his/her consent or of a child younger than 18 years old.

2. **Academic information:** A copy of the child's records from the school the child most recently attended. Even if written documentation is not available at the time of registration, the parent must explain the following to school officials:

- a. Information regarding special education/Section 504 disabling condition and instructional setting.
- b. Information regarding disciplinary placement: placement in a DAEP, disciplinary transfers, expulsion, etc. Texas Education Code Section 37.008(j) stipulates that if a student was placed in a DAEP by another school district and has not completed the term of placement, our District shall continue the placement in a DAEP in our District until the term is completed by the student. Therefore, it is necessary that parents and students wishing to enroll clearly communicate such a placement to the school upon registration.

3. **Up-to-date immunization record:**

- a. **Students who have never enrolled in a school in the United States** or are transferring from out-of-state - If the child is initially entering a public school (i.e., pre-kindergarten or kindergarten or coming from another country), immunization records are required before the student can be enrolled. [Texas Education Code Section 38.001(a)]. A student may be provisionally admitted if the student has begun the required immunizations, as verified by submitted records, and continues to receive the necessary immunizations as rapidly as is medically feasible.
- b. **Students who are transferring from another school in Texas** - The parent must present copies of the immunization record that establishes that the student's immunizations are current. A grace period of thirty (30) calendar days may be allowed while the school awaits the transfer of written proof of the immunization which the child has been given prior to enrollment; this does NOT mean that the parent has thirty days to have the student immunized. The student may be provisionally admitted during the thirty-day grace period, or if the student has begun the required immunizations, as verified by submitted records, and continues to receive the necessary immunizations as rapidly as is medically feasible. Information in English and Spanish

is available on an easy-to-read chart on the Department of Health website at [www.dshs.state.tx.us/immunize/school](http://www.dshs.state.tx.us/immunize/school), or you may acquire this information from a campus nurse. Additionally, go to the District's website for information regarding the following: (1) the immunizations required for admissions to public school; (2) any 14 immunizations or vaccines recommended for public school students by the Department of State Health Services; (3) health clinics in the District known to the District that offer the influenza vaccine; and (4) a link to the Department of State Health Services

Internet website. As noted above at **Bacterial Meningitis**, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

In addition, the parent is required to complete various registration forms at the school, some of which will be the *Student Registration Data* card, the *Home Language Survey* and the *Ethnicity and Race form*.

Should the parent not have written documentation of the above information at the time of registration, the written proof must be submitted within thirty (30) calendar days (except in 3 a. above and proof of residency which requires records upon enrollment). If the documentation is not submitted within 30 days, the principal shall report to the proper authorities as required by law. It is vital that parents be aware of the importance of giving correct information and their legal obligation to do so.

#### **ACCOMMODATIONS FOR CHILDREN OF MILITARY FAMILIES**

Children of military families will be provided flexibility regarding certain district requirements, including: immunization requirements; grade level, course, or educational program placement; eligibility requirements for participation in extracurricular activities; and graduation requirements. In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30<sup>th</sup> day after the parent's return from deployment. Additional information may be found at <http://tea.texas.gov/index2.aspx?id=7995>.

#### **CHILDREN IN TEMPORARY HOUSING SITUATIONS**

The McKinney-Vento Education Act defines temporary housing as an individual who lacks a fixed, regular, and adequate nighttime residence which includes:

- Students who share the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Students who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- Students who reside in emergency or transitional shelters.
- Students who are abandoned in hospitals.
- Students who are waiting foster care placement.
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

If a parent or student feels that the law applies, contact Family & Student Support Services at (210) 554-2635.

### **STUDENTS IN FOSTER CARE**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (either temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district. A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows. A student who is placed in foster care and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district. For those students who are in Foster or Kinship Care placements through the Department of Family and Protective Services (DFPS), please present Form 2085 to the campus for immediate enrollment. For assistance, please call Family & Student Support Services at 554-2635.

### **STUDENTS WHO ARE HOMELESS**

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district. Federal law also allows a homeless student to remain enrolled in what is called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

### **LEGAL SURNAME**

A student must be identified by the student's legal surname, as it appears on the student's birth certificate or other document suitable as proof of the student's identify, or in a court order changing the student's name.

### **MULTIPLE BIRTH SIBLINGS**

Parents may request children who are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, to be placed in the same classroom or in separate classrooms. Written request must be submitted no later than the 14th day after the enrollment of the child. [See FDB (LEGAL)]

### **ARRIVAL AND DEPARTURE TIMES FOR STUDENTS**

Parents are responsible for ensuring that their children arrive on campus **no earlier** than 45 minutes prior to the start of the school day and depart from campus in a timely manner (generally within 30 minutes) following the students' dismissal. The school day begins and ends as follows:

Early Childhood Centers 7:30 AM to 2:30 PM

Elementary Schools 8:05 AM to 3:20 PM

Middle Schools 8:45 AM to 4:00 PM

High Schools 8:45 AM to 4:15 PM

It is imperative for safety reasons that students do not arrive before the specified time in the morning nor remain later than the expected time of departure in the afternoon or following an after-school event. Parents and students will be held responsible for cooperating with school personnel regarding compliance with these hours.

Individual campuses will determine the places and times where students will be permitted to assemble before and after school and will notify students and parents of these places and times. In addition, cafeterias are open before the start of the school day so that students may participate in the breakfast program.

### **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. This directory information will be released to anyone who follows procedures for requesting it. However, release of a student's directory information may be prevented by a parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year. [See the "Notice Regarding Family Educational Rights and Privacy Act (FERPA) Directory Information" included in the registration forms packet.]

The District often needs to use student information for the following school-sponsored purposes: publication in the district yearbook, campus and district newsletters, a student directory, district announcements and other district publications. For these specific school purposes, the district would like to use your child's name, address and telephone listing, photograph, honors and awards received, date and place of birth, dates of attendance, grade level, most recent school attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information. Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

### **Release of Student Information to Military and Colleges**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. [See the "Notice Regarding Family Educational Rights and Privacy Act (FERPA) Directory Information" included in the registration forms packet.]

### **COMPULSORY ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education to benefit from teacher led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore; the student and parent should make every effort to avoid unnecessary absences. Two state laws – one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit – are of special interest to students and parents. They are discussed below.

1. In accordance with Texas Education Code Section 25.085, a child who is required to attend school shall attend school each school day for the entire period the program of instruction is provided, to include students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 19th birthday. Additionally, upon voluntary enrollment in pre-kindergarten or kindergarten, a child shall attend school for the entire period of instruction.
2. State law requires attendance in an accelerated reading instruction program when kindergarten, first grade or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnostic test. A student who is absent without permission from school; from any class; from required special programs, such as accelerated instruction; or from required tutorials will be considered in violation of the compulsory attendance laws and subject to disciplinary action. Excessive absences may result in a violation of compulsory attendance laws and the Student Code of Conduct. A student in grades 3-8 will be required to attend any assigned accelerated instruction program , which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area. The District may revoke the enrollment for the remainder of the school year of a student age 19 or older who has more than five absences in a semester that are not excused. A student whose enrollment is revoked may be considered an unauthorized person on school grounds for purposes of the trespass law. Policy FEA (LEGAL)

### **19 Year Old Students Who Voluntarily Attend School**

In accordance with Texas Education Code 25.085(e), a person who voluntarily enrolls in school or voluntarily attends school after the person's 19th birthday shall attend school each school day for the entire period the program of instruction is offered. The district may revoke for the remainder of the school year the enrollment of a person who has more than five unexcused absences in a semester. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds.

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work, these include the following activities and events:

- Religious Holy days
- Required court appearances
- Activities related to obtaining United States citizenship
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus. Should a student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. Policy FEC (LOCAL).
- A junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.
- For students in the conservatorship (custody) of the state, o An activity required under a court-ordered service plan; or
- Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.
- Absences of up to two days in a school year will also be considered an exemption for: (1) a student serving as an early voting clerk, provided the student notifies his or her teachers and the student receives approval from the principal prior to the absences; and (2) a student serving as an election clerk, if the student makes up any work missed.
- As listed in Accommodations for Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.
- An absence of a student in grades 6–12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

### **Failure to Comply with Compulsory Attendance**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the

same school year. If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA (LEGAL).]

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

#### **ATTENDANCE FOR CREDIT OR FINAL GRADE**

To receive credit or a final grade in class, a student in kindergarten – 12th grade must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent, but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class. If a student attends less than 75 percent of the days of class is offered or has not completed a plan approved by the principal, then the student is referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. (See policy in FFC) In determining whether there were extenuating circumstances for the absences, the Attendance Review Committee will use the following guidelines:

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions To Compulsory Attendance will be considered days of attendance for this purpose.
- The committee will consider the acceptability and authenticity of documented reason for the student's absence.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to ensure or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board of trustee's by filing a written request with the superintendent in accordance with policy FNG (LOCAL). The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

#### **School Attendance Review Committee**

A student and the student's parent or guardian are given written notice prior to and upon a student's attendance in any class dropping below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may submit a written petition to the appropriate campus Attendance Review Committee requesting the awarding of credit. The campus Attendance Review Committee shall review the student's entire attendance record and reasons for absences and to determine whether to award credit. Petitions for credit may be filed at any time the student receives notice, but in any event no later than 30 days after the last day of classes. Should the student develop a questionable pattern of

absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See policy FEC (LOCAL)]

### **ABSENCE PROCEDURES**

The district must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day during the second instructional hour at 10:00 a.m. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below:

1. When a student must be absent, the student, upon arrival or return to school, must bring documentation that describes the reason for the absence. Documentation for all excused absences must be submitted within 48 hours after the absence has occurred. Parent notes may be used to excuse a total of 8 absences for the school year. All notes should include the date the note was written, dates of absence(s) and student ID#. The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.
2. Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.
3. A student absent for any reason should promptly make up specific assignments missed. Absences made up during Saturday school, after school or credit recovery DO NOT make up the absences for the purpose of truancy court.
4. If a student has an appointment with a health care professional, the student may be counted present for the day if: the student attends class sometime during the day of the appointment, either before or after the appointment; the school sign-in/out sheet supports the appointment; and the student provides written documentation from the health care professional for his/her presence at the appointment. The student is responsible for completing any assignments missed.
5. A student who is tardy to class will be subject to the consequences established at each campus in accordance with the possible consequences in the *SAISD Student Code of Conduct*.
6. Students and parents should be aware of specific school procedures for contacting the Attendance Office at each school.
7. A student absent from school may not be allowed to participate in school-related activities on that day or evening.
8. Excessive absences may result in a violation of compulsory attendance laws and the *Student Code of Conduct*. Such violations may result in the loss of course/grade credit, court action, and/or monetary fines.

### **Makeup Work Because of Absence**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.” [See also **Attendance for Credit or Final Grade** above.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours except with the permission of the principal/designee or according to the campus sign-out procedures. State law requires students to attend school each day for the entire period the program of instruction is provided. State law allows a student to be excused from school attendance for a temporary absence for any reason acceptable to the teacher, principal, or superintendent. Additionally, students will be excused for the purpose of attending religious holy days, including travel for that purpose; temporary absences resulting from a visit to a health care professional if the student commences classes or returns to school on the same day of the appointment; and required court appearances including travel to and from the court appearance. Students being released from school for other reasons may receive an unexcused partial absence, which may be a violation of the compulsory attendance laws.

Person(s) who request a student's release MUST provide personal identification prior to the release of a student. A person picking up a student must wait in the office/clinic area for the student to be released. A student who needs to leave school during the day must bring a note from his/her parent that morning. The note should include a telephone number or other method of contact during the day for verification by school staff.

A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide if the student is so ill that the parent should be contacted to pick up the child from school. It is the responsibility of the parent and the student to provide at least one emergency telephone number so that parents can be notified immediately, if necessary. A parent note or doctor's note must be received for any partial day absence such as when a student leaves school early or arrives late. Failure to provide a note may result in court action for truancy.

### **TARDINESS**

A student is considered tardy if:

1. A student is not in his/her assigned area when the class bell rings, and the teacher is unaware of the student's whereabouts;
  2. An elementary/academy student departs from school earlier than the official dismissal time;
  3. A student enters his/her assigned area after the class bell rings.
- All tardies will be recorded on the student grade card. Each campus has specific tardy consequences that are communicated to the parent/legal guardian.

## **DRIVER LICENSE ATTENDANCE VERIFICATION**

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license. For those students who are unaccompanied and McKinney-Vento eligible, please consult with Estella Garza; 227-1206.

## **STUDENT TRANSFERS WITHIN THE DISTRICT**

Generally, a student must be enrolled in the school designated for the student's attendance zone (i.e., the student's home school). The home principal and transfer principal will consider a parent request for the transfer of any student from one school to another according to the guidelines in this section. The decision concerning any transfer shall be based upon various factors, and neither a student's national origin nor ancestral language shall be a basis for denial. A request may be denied or revoked on any reasonable basis determined by the District.

The *Transfer Application* is to be completed by parents who request a transfer for a child from their residential attendance zone to another school within the SAISD. Parents are asked to submit documentation to support a claim that a transfer, if granted, will alleviate or help alleviate an extremely serious or crisis situation. Such documentation is not required, but it will increase the chance of approval. Also, if the reason for the request is based upon the parent's complaint(s) against the campus pertaining to how the student has been handled or other issues, the principal shall not forward the application as a transfer request until the principal has attempted to resolve the complaint at the campus level.

The student shall be enrolled in the home school pending any decision regarding a transfer to another school. All requests for transfers shall only be made after the student is enrolled in the home school, except for those made in advance for the coming school year as explained in this section. Requests for transfers that are approved for the ensuing school year shall not require enrollment in the home school if the parent completes the entire transfer request process (Sections A, B, and C of the *Transfer Application*) by August 1st. Any transfer requests after August 1st for the current school year, will be handled on a case-by-case basis. The parent shall sign the Terms & Conditions when any transfer is granted.

1. Term of transfer: A transfer is considered valid as long as the student and parent comply with all of these conditions and the transfer is not revoked for any reason by the Superintendent's designee. The transfer does not need to be renewed at any time.
2. A transferred student must remain a student in good standing, maintaining satisfactory attendance and exhibiting satisfactory conduct, including dress code compliance; otherwise, the receiving principal may recommend that the transfer be revoked and that the student be returned to the home school at the end of the 1st, 2nd, or 4th grading periods.
3. Transfer approvals will be based on space availability, staffing ratios, or other District factors.
4. A transferred student shall be responsible for complying with the policies and rules in the *SAISD Student Code of Conduct* and the school rules of the receiving campus and shall be subject to disciplinary consequences as established in the *SAISD Student Code of Conduct*. Repeated or serious violations may be cause for revocation of a transfer.
5. A transferred student shall be responsible for maintaining attendance as required by law. The school shall take action against the parent and/or the student in accordance with compulsory attendance laws. Unsatisfactory attendance may be cause for revocation of a transfer.

6. In order to participate in University Interscholastic League (UIL) activities, the student must meet UIL eligibility requirements. A transfer to another campus may adversely affect the student's ability to participate in UIL sanctioned extracurricular activities.
7. Transportation for students receiving special education or Section 504 services will continue to be provided if the student's ARD/Section 504 Committee has previously determined that transportation is required as a related service for the student. Transportation shall NOT be provided by the District for other approved transfers.
8. A student will be allowed only **one** transfer by parent request during the school year.
9. The approval of a transfer for one student shall not be considered grounds for transfer of other family members.
10. Students who are victims of bullying, sexual assault, aggravated sexual assault, or continuous sexual abuse from another student may request inter-district transfers as provided by board policy. In such event, all or some of the procedures may be suspended as appropriate.

Please note: The following placements are not considered transfers, and the transfer procedures do **not** apply: students in bilingual/ESL programs whose home campus does not provide the program enroll automatically in the school providing the service; students admitted into a magnet program; students who are placed at another elementary school because the home elementary school is capped at the child's grade level.

#### **SCHOOL SAFETY TRANSFERS/ASSIGNMENTS**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the District to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.
- [See Bullying below and policy FDB and policy FFI.]
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the Board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
- Request the transfer of your child to attend a safe public school in the district if your child attends a school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE (LOCAL)]
- Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.]

#### **STUDENT TRANSFERS FROM OTHER DISTRICTS (NONRESIDENTS)**

SAISD does not allow students who do not reside within District boundaries to enroll in the District schools, except in certain circumstances. Board policy FDA (LOCAL) lists the following exceptions to the residency requirement:

1. Nonresident students who have been admitted to Magnet or Charter programs, following approval in accordance with Administrative Procedures;

2. Children of nonresident, full-time District employees, following approval in accordance with Administrative Procedures;
3. Resident students who become nonresidents during a semester may be permitted to continue in the District school for the remainder of the semester or term, following parent request and recommendation by the principal and approval in accordance with Administrative Procedures; and
4. Graduating seniors must have attended District schools for at least the two previous years, may be permitted to continue in the District for the remainder of the semester or term, following parent request and recommendation by the principal and approval in accordance with Administrative Procedures.
5. Nonresident students in all other circumstances, aside from those listed in items 1-4 above, must be approved by the Superintendent or designee to be admitted to District schools. Out of District transfer students **must** re-apply before each school year. Parents must complete a *Nonresident Transfer Application* and submit it to the principal, who shall forward it to the Admissions and Hearing Office for review.

#### **WITHDRAWAL FROM SCHOOL**

A parent wishing to withdraw a student from school should notify or call the school at least 24 hours prior to withdrawal for information on specific procedures and times for withdrawals. The principal or other administrator will verify the information when the parent arrives to provide the name of the new school, new home address, and phone number, if applicable, to the withdrawal. The formal withdrawal request must be signed for use as documentation that the students will continue to be enrolled in a school as required by the compulsory attendance laws.