



RISD Student Transfer Guidelines

Intradistrict Transfers

Students Residing Within the RISD

Neighborhood School Concept

The Richardson Independent School District (“RISD” or “District”) is committed to the neighborhood school concept. Where a student resides determines the home school and feeder pattern the student will attend. The District maintains a comprehensive student assignment plan that is designed to support the neighborhood school concept, promote balanced enrollment and efficient use of facilities, and comply with legal requirements. Any kindergarten through 12th grade student who wishes to attend an RISD school outside of their neighborhood attendance area (the "home school") must complete an *Intradistrict Transfer Request* and obtain District approval to change schools.

Please click on the provided links for information about [magnet schools](#) and [choice/managed choice](#), which are separate application and assignment processes. Separate application processes also exist pursuant to special provisions of the *Texas Education Code* or federal law, such as: school safety choice transfer, victim of sexual assault transfer, bullying victim transfer, low-performing school transfer, and/or disabled student sibling transfer. Direct any questions around these special provisions to your school principal. Additional information about [Pre-K enrollment](#) is also available online.

Procedures

Transfer requests are available online at www.risd.org.

- Parents desiring an intradistrict transfer must first [enroll online](#).
- After enrolling the student(s), parents may complete the [online transfer request](#) and submit it for processing.
- Incomplete transfer forms will not be processed, including when required enrollment documents are incomplete.
- The principals of the home and receiving schools, as well as the superintendent's designee, must approve transfer before a student may change schools.
- The conditions of every approved transfer are the requirements that the student maintain prompt and regular attendance, the student maintain good behavior, the



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student maintain acceptable grades, and the parent/guardian cooperate with the receiving school.

Transfer to the Next Level

Students currently on a transfer as of February 1, who are transitioning from

- elementary to junior high (middle school) or
- junior high (middle school) to high school within
- a Learning Community that is *outside* their home school attendance boundary

may be offered a Transfer Next Level for the upcoming school year. Notification of the Transfer Next Level will be sent home with or via email to eligible transfer students in the spring.

Students must be in good standing with the current campus to be eligible for a transfer to the next level campus. The Transfer Next Level request, which includes a Transfer Contract, must be completed and approved in the spring *prior to the end of school* for students to take advantage of this transfer; otherwise, they must start with a new Intradistrict Transfer Request.

Timelines

Transfers are effective for the beginning of each semester. Requests must be submitted during the following windows of time:

Grade Level & Type of Transfer	Requests Accepted For Fall Semester	Request Accepted for Spring Semester
Elementary	April 15 through August 1	October 1 through December 15
Secondary	March 1 through August 1	October through December 15
Transfer Next Level	March 1 through End of Spring Semester	Not available

The superintendent's designee(s) will attempt to finalize a decision on a transfer request within 60 calendar days after a completed request is received. However, the District may delay a decision when necessary. The receiving school principal will notify the parent of approved requests. The home school principal will notify the parent of denied requests.



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Supplemental Considerations, Rules and Processes

Guidelines Pertaining to Both Intradistrict & Nonresident Interdistrict Transfers

School Placement Considerations

In evaluating each transfer request, RISD will consider the following:

- individual needs of the student and reason provided on the transfer request;
- student's behavior and attendance history;
- student's grade reports;
- student's need for special instructional services not provided at the home school;
- medical condition of the student as described in a letter from the student's medical provider (letter must be submitted with the transfer request);
- similar age siblings attend the same school;
- building capacity and any planned renovation projects;
- current enrollment and growth projections;
- other factors relevant to a particular transfer request.

Note: RISD will not increase staffing allocations to accommodate transfer requests.

Special Considerations

Elementary—To ensure adequate space is available at a campus for students who reside in the attendance area, RISD generally will deny a transfer request seeking a transfer to campuses where the affected grade level enrollments are estimated at 90 percent or greater of class size expectations, which are 22 students per class in grades K through 4 and 28 per class in grades 5 and 6.



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Middle School—As the District implements the middle school concept from one learning community to the next, space may be at a premium. During the dynamics of this transition, the District will use the following additional priorities and guidelines when considering transfers to a middle school:

1. Students who reside in a middle school attendance area and attend an elementary neighborhood school within the same learning community have first priority to attend their home middle school.
2. Students who reside in a middle school attendance area but *elected* to attend an elementary school outside of their learning community have second priority to attend their home middle school.
 - They must indicate intent to attend their home middle school *upon first opportunity* during spring pre-registration for courses in grades 5↗6 or 6↗7.
 - Failure to pre-register for classes at their home middle school in a timely manner may forfeit their priority and remain at their currently enrolled elementary school.
3. Students on a transfer at an elementary school, as of February 1, that feeds to a middle school and whose home junior high/middle school is different have third priority. These students must complete an online Continuing Transfer Request for the Next Level during the spring timeframe for secondary transfer requests. Failure to complete a Continuing Transfer Request for the Next Level may default the student to their home school elementary (5↗6) or junior high (6↗7).
4. Students whose home school is outside the middle school attendance area and who are not currently attending an elementary school that feeds to the middle school have fourth priority. These students must complete a new online transfer request during the established timelines.

Additional Information for Magnet School Students

- VOLUNTEER magnet students are those students attending a magnet school who live outside the magnet school's attendance boundary. These students complete a magnet school application and are assigned through the lottery process. They fall within the second priority if their home school is a middle school.
- NEIGHBORHOOD magnet students are those students attending a magnet school who live inside the magnet school's attendance boundary. They fall within first priority when their home school is a middle school. E.g., Hamilton Park students who live in the Forest Meadow Middle School area fall within the first priority. Volunteer and Neighborhood elementary magnet students must indicate their intent to attend their home middle school upon first opportunity during the 5↗6 or 6↗7 grade pre-registration for classes in the spring.
- Students will not be allowed to return automatically to their home middle school



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during the school year without first submitting for review a “Request to Rescind to a Middle School.” The current school principal, receiving middle school principal and the Coordinating Director for Special Projects must approve the form.

Example of Enrollment & Transfers into Lake Highlands Area Middle Schools

Priority	Attends Elem	Resides In	District Action	Parent Action
1	Nhood sch in LH area	FM or LH MS area	Default to home MS	Submit course pre-registration in Spring
2	Sch out of LH area	FM or LH MS area	Nov Feb notify parents of options, dates, requirements	Submit course pre-registration in Spring
3	Nhood sch in LH area	Home sch out of LH area	Nov Feb notify parents of dates, options, Trf for Next Level QRcode	Enroll online then submit Trf for Next Level for approval in Spring semester
4	Sch out of LH area	Home sch out of LH area	Review for approval or denial	Complete new online trf request

KEY FOR ABBREVIATIONS		
elem - elementary FM - Forest Meadow	LH - Lake Highlands nhood - neighborhood	sch - school trf - transfer

Appeal of Denial

A parent/legal guardian who is not satisfied with a decision regarding a transfer request may appeal the decision by submitting a letter describing the reason(s) for appeal to the appropriate Superintendent’s Designee. A review committee from the RISD Student Services Department will consider the appeal. Appeals must be submitted in writing no later than three (3) school days of the initial denial. A parent who is not satisfied with the decision of the appeal committee must follow Board Policy FNG to seek further review of the administrative decision.

Transfer Status

A student is considered a transfer student subject to the transfer rules beginning at the time a request is approved.

Change of Address



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A new transfer form must be completed when a transfer student changes residence and wants to remain in the school he or she has been attending, unless the new residence is within the same home school area from which the transfer was approved. If a *nonresident interdistrict transfer* student's address changes, a new transfer must be completed because this serves as part of the proof of residence.

Transportation Not Provided

RISD does not provide transportation for transfer students unless otherwise required by law. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.

Athletic and Other Extracurricular Participation

A student may not transfer for the purpose of participation in extracurricular activities.

Athletics—Per UIL regulations, transfer students are not eligible for varsity athletic participation for one year from the date the student begins attendance at the new school. Transfer students will be eligible for sub-varsity athletics provided the transfer is not for athletic purposes and the UIL "Previous Athletic Participation Form" is signed by both the sending and receiving schools. Transfers must be completed prior to the start of practice season for the sports in question. If the transfer takes place after the start of the season, the athlete will be placed in the off-season.

Academic/Performing Arts Programs—To be eligible for other extracurricular activities, transfer students must be enrolled and attending the transfer school fifteen calendar days prior to the application deadline for tryouts or election.

Other—Eligibility for activities not regulated by UIL will be determined by RISD guidelines for the specific program and/or any national or state regulations of the activity or organization.

If you have additional questions, contact the Central Athletics Department at (469) 593-0120 or the Fine Arts Department at (469) 593-0430.

Revoking a Transfer



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Transfer students must comply with all policies and rules, including the Student Code of Conduct and any campus rules. A transfer is a privilege and may be revoked at any time by the principal where the student is enrolled due to the following reasons:

- Student becomes a disruption to school operation and/or a detriment to the learning of other students;
- Student fails to maintain good conduct and behavior;
- Students does not maintain acceptable grades;
- Student has excessive tardies and/or absences;
- Lack of parental cooperation;
- Change of the student's residence;
- Falsification of residency, transfer, or enrollment documents; and/or
- Other relevant reasons determined by the building principal.

Reminder: The above items are included in all transfer forms, and parents sign that they have read and agree to them.

Nonresident Interdistrict Transfer Revocation—An interdistrict transfer student attending District schools whose placement in the District becomes a disruption to school operations or a detriment to the learning of other students because of disciplinary or attendance problems or a lack of parental cooperation may have the transfer agreement revoked upon the recommendation of the assistant superintendent. RISD will revoke the transfer and withdraw from enrollment a student who no longer qualifies for transfer.