

Board Information Item

	Information Packet ☐ Board Agenda Information ☐ Board Agenda Action ☒ Board Agenda Consent ☐ 07/27/2026
Subject:	Consider and Act on Revisions to Board Policy FDB(LOCAL) Intradistrict Transfers and Classroom Assignments
Contact Person:	Paula Barbaroux, Chief Operations Officer Dr. Kalee McMullen, Executive Director of Instructional Leadership Dr. Shiela Shiver, Chief Academic Officer
Priority and Performance Objective:	Priority 3: Parents, Families and Community Satisfaction and Engagement Objective 3.1: Parents and Families Satisfaction and Engagement Priority 4: Strong Financial Stewardship and Internal System Efficiency Objective 4.2: Effective and Efficient District Operations
Summary:	This recommendation is provided to clarify the additions to Board Policy FDB(LOCAL), based on the Board's discussions during the June 15, 2026, Board meeting. The recommendation is to add a provision in the District's intradistrict transfer policy that, beginning in the 2026-2027 school year, allows resident students to apply to attend the school in their grandparents' assigned residential attendance zone. This provision also limits the transfer opportunity to a single time during the student's career within the District. A student may return to the campus in their residential attendance zone if they no longer want to remain on the grandparent transfer. However, that student will no longer be eligible to request a grandparent transfer in the future.

For reference, Board Policy FDA(LOCAL), allows out of District students to apply to attend GCISD schools if their grandparent is a resident.

Additionally, the recommendation is to add a one-time provision in the District's intradistrict transfer policy that, allows the administration to evaluate a special circumstances transfer request for students in kindergarten through fourth grade during the 2025-2026 school year, who were displaced from their zoned school by the campus consolidations, if that request was timely submitted to the District during the 2026 transfer window, and granting such a transfer request would not create enrollment untenable for the grade level and campus requested. The added provision also requires such students to attend the middle school in their assigned residential attendance zone when they matriculate to middle school.

Attachments:

Proposed Board Policy FDB(LOCAL)

Recommendation:

The recommendation is for the Board of Trustees to approve the additions to Board Policy FDB(LOCAL), as presented.

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

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(LOCAL)

Assignments

Except as provided in this policy for a child of a District employee, the Superintendent or designee shall assign each student to a school according to his or her residential attendance zone and shall reassign a student to conform to any changes in attendance zones. When a student is reassigned, the parent shall be notified in writing.

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

Transfers between Schools

The Superintendent or designee shall be authorized to investigate and approve transfers between schools.

Intradistrict Transfers

Beginning with the 2025-2026 school year, District students shall attend the school in the student's assigned residential attendance zone.

Students in grades 5-12 as of the 2024-2025 school year who are attending a campus other than the one in their attendance zone on a transfer shall be permitted to remain on the previously approved transfer for that campus until their transition year (fifth to sixth grade or eighth to ninth grade). At the transition year, students may apply to continue on a transfer to the next grade level.

Students in grade 4 and below as of the 2024-2025 school year who are attending a campus other than the one in their attendance zone on a transfer shall be permitted to remain on the previously approved transfer for that campus until their transition year (fifth to sixth grade).

Students in grade 4 or below, as of the 2024-2025 school year, shall attend the middle school in their assigned residential zone and the schools in their assigned residential attendance zone thereafter.

Transfer eligibility for students on a transfer as of the 2024-2025 school year:

- 8th grade (Class of 2029) may apply during the 8th grade transition year only
- 7th grade (Class of 2030) may apply during the 8th grade transition year only
- 6th grade (Class of 2031) may apply during the 8th grade transition year only
- 5th grade (Class of 2032) may apply during both the 5th grade and 8th grade transition years

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The intradistrict campus transfer of resident District students shall be handled through an annual student transfer request process delineated in the District's associated administrative regulation.

Students may only apply for a transfer during the transition years.

Beginning with the 2026-2027 school year, and going forward, District students may apply to attend the school in their grandparents' assigned residential attendance zone. If approved, the student shall be permitted to remain on the grandparent transfer through transition years for the remainder of their time in the District, unless the student opts to return to the school in the student's assigned residential attendance zone. Once the student has returned to their residential attendance zone, they are no longer eligible for the grandparent transfer.

Students in kindergarten through fourth grade during the 2025-2026 school year who were displaced as a result of the EMPC-related campus consolidation recommendation and who timely submitted a transfer request may attend their requested campus, so long as, based on the Administration's determination, granting such a transfer would not render attendance capacities untenable. When such a student matriculates to Middle School, that student will attend the Middle School in the student's assigned residential attendance zone, unless another exception applies.

Limitations

If a transfer is approved, a student shall be allowed only one intradistrict campus transfer per school year; however, a student may at the end of the semester transfer to the campus in the student's attendance zone. If a student returns to their zoned campus, they are no longer eligible for future transfers.

When a student changes campuses, the student's eligibility for varsity athletic UIL competition shall be determined by UIL rules.

Transportation

The parent of a student whose student is attending another campus on an intradistrict transfer shall provide transportation for the student.

Revocation of Transfer

Approval of an intradistrict transfer may remain in effect unless:

1. The transfer student seeks to return to the campus in the student's attendance zone.
2. The transfer student fails to abide by the laws, rules, and policies contained in the Student Code of Conduct and student handbook. If the student exhibits behavior that causes the principal or designee to take action, as specified in the Student Code of Conduct or student handbook, the principal may request that the District revoke the transfer.

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**Assignment of
Children of District
Employees**

A child of a District employee who resides in the District shall be assigned according to his or her attendance zone; however, a District employee may request that his or her child be assigned outside the attendance zone in which he or she resides. Subject to availability of space and instructional staff at the requested grade level and school, the child shall be assigned to the campus at which the parent is assigned or to the appropriate campus geographically closest to the parent's work site.

Space shall be considered available when the campus grade level has enrolled less than 90 percent of its enrollment projection for the coming year and when a campus has enrolled less than 90 percent of its enrollment projection for the coming school year.

Once assigned to a campus in accordance with this policy, a child of a District employee shall be permitted to continue enrollment at that campus in subsequent school years regardless of availability of space or the cost of staffing.

Regardless of grade and school, age-cohort preferences, or split feeder enrollments to the next level campus, a child of a District employee shall be permitted to request a transfer only once per year either to the parent's work site or to the campus geographically closest to the parent's work site.

**Designated
Programs**

Resident students may apply to attend one of the District's designated programs as outlined in the District's administrative regulation. Some programs require students to qualify. The associated administrative regulation shall specify the criteria for admission.

Falsifying Records

If any student, parent, or legal guardian falsifies a transfer application or enrollment information, including an address, and the student is not a District resident, the student shall be removed immediately and shall not be allowed to complete the semester in the District. In accordance with law, the District reserves the right to verify the residency of any student. [See FD]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL), beginning at Level Two. Additionally, the District shall comply with specific provisions of Education Code 25.034 regarding a parent's right to appeal a decision made pursuant to this policy. [See FDB(LEGAL) at Board's Decision]

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the

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transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.
