

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

A student shall be assigned to a school in the attendance area in which he or she resides.

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 District Transfer Committee shall be authorized to investigate and approve transfers between schools. A student's intradistrict transfer request shall be evaluated on a case-by-case basis and in accordance with administrative regulations. Guidelines can be found in FDB(REGULATION).

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

Please refer to FDB Regulation for updates on:

- Updated dates regarding transfer window dates
- Where Centralized Programs are located
- Explanation of secondary versus high school transfers for the graduating classes of 2029, 2030, 2031
- Special circumstances for transfers related to the closure and consolidation of campuses.

**All Students
Currently Enrolled
on a Transfer**

The transfer request must be submitted during the general transfer window in January each year.

A granted transfer is a privilege. An approved transfer to a specific elementary school does not guarantee approval to a secondary school. Elementary transfers take place during kindergarten-grade 4. Secondary transfers take place during fifth grade. The first opportunity to apply for a secondary transfer occurs during January of a student's fifth grade year. Once a student enters sixth grade secondary transfers are not allowed. Transfers in accordance with state law, Board policy, and for the International Baccalaureate (IB) Program at Legacy High School will still be reviewed by the Transfer Committee. Any intradistrict secondary transfer made after the eighth grade will result in a one-year loss of varsity eligibility. This applies to employees, military families, and peace officers. IB transfers will follow guidelines published in the University Interscholastic League Constitution and Contest Rules.

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Renewal

All transfers are granted for the grade span at the campus. An approved transfer to an elementary school does not guarantee approval to a particular secondary school.

Starting with the class of 2032 High School transfers are no longer allowed. WFISD requires students to apply for a secondary transfer which places a student in a middle school feeder system where they will remain through graduation. Any subsequent transfer or return to home campus will result in loss of athletic eligibility for all transfer students including military, district employees, and IB transfers.

District Transfer Committee

Beginning January 1, 2023, all student transfers will be reviewed, approved, or denied by the District Transfer Committee made up of seven members:

- Superintendent or designee(s)
- Elementary School Campus Administrator
- Middle School Campus Administrator
- High School Campus Administrator
- ~~Director of Elementary Curriculum~~
- ~~Director of Secondary Curriculum~~
- ~~Executive Director of School Administration~~
- **Director of Student Services**
- **Director of Student Assignment**

Transfer Procedures

[Transfer request forms](#)¹ are available on the District's website during the transfer window.

Elementary transfers apply to students entering kindergarten-grade 5. All transfers must meet academic, attendance, and discipline requirements established in FDB(LOCAL).

Secondary transfers apply to students entering sixth grade. Once a student is established at a middle school they remain in their feeder pattern. Any approved subsequent transfer will result in a loss of varsity eligibility in UIL activities including athletics and fine arts.

Transfers open annually in the month of January. The Transfer Committee will review all applications and notify families of the decision.

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Transfers will not be approved for transportation, convenience to parental employment, friendship groups, sports teams, or any other school established organization.

If the transfer is approved, it is the responsibility of family to provide all required proof of residence to the campus the student is approved to attend. Failure to provide the required documents will result in the approved transfer being revoked by the campus principal.

Proof of residence for intradistrict transfers requires a two-step verification process.

- Step 1: A current lease agreement, recent property tax statement, or mortgage statement proving residence in Wichita Falls ISD.
- Step 2: Provide two of the following documents with addresses matching the statement in step 1:
 - Utility bill (gas, electric, water)
 - Driver's license or government-issued identification
 - Voter registration certificate

The principal or designee can request at any time for a family to update or provide additional proof of residence.

Employee Student Transfers

Any District employee's students will be considered for a student transfer. As a benefit of employment, employee student transfers will be considered.

WFISD employees are required to use the transfer period for all requests. New employees or employees changing campus assignments have 30 days to request a transfer for their student.

Employee transfer requests outside of the transfer period will be reviewed as an administrative transfer. Employee transfers must meet all grade, attendance, and behavioral requirements included in FDB(LOCAL).

Extenuating Circumstances Transfers

An extenuating circumstances transfer may be considered by the District Transfer Committee.

Administrative Transfers

An administrative transfer to another appropriate school setting may be made at any time when it is in the best interest of the student. An example of an administrative transfer could be documented bullying. All University Interscholastic League (UIL) eligibility rules apply to an administrative transfer.

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Level I Appeal

A written petition submitted by the parent will be considered within 15 days of the committee decision. Parents are asked to provide a written petition to the assistant superintendent stating the extenuating circumstances that they wish to be considered in requesting a change in assignment. The written petition may be submitted in any format. The request should include the student's current assigned campus, the student's assigned campus for the following school year, the requested campus, the name of the student and parent, current home address, phone number, and email address. The request may also include any documentation that would support the request for a change in campus assignment.

The written petition and supporting documentation must be submitted in person to the assistant superintendent at 1104 Broad St., Wichita Falls, TX 76301.

The Level I Appeal decision will be issued on or before the end of the fifth (5th) business day following the receipt of the written petition.

If a parent is not satisfied with the decision of the Level I Appeal, the parent may file a Level II Appeal to the WFISD Board of Trustees.

Level II Appeal

A written request for an appeal to the Board must be filed with the office of the Superintendent no later than the fifth (5th) business day following the parent's receipt of the Level I Appeal decision. The written request for appeal to the Board may be submitted in any format, including email directed to the Superintendent's secretary or by filing a hard copy of the same with the Office of Student Assignment, at 1104 Broad St., Wichita Falls, TX 76301.

The appeal will be considered by the WFISD Board of Trustees. The Board will consider each written petition and evidence submitted in support of the same, as well as the findings of the Level I Appeal. The Board's review will be limited to the information considered on the Level I Appeal. Any action on the appeal will be taken in open session.

Note: Appeals under FDB(LOCAL) follow an expedited timeline.

**Specialized District
Program Placements**

Specialized Program Campuses are updated each year in FDB(REGULATION).

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Services Provided
at **All Grade Levels**
~~Both High Schools~~

All other special education and related services are offered to eligible students according to their individualized education programs (IEPs). Students whose IEPs specify services through the ~~Functional Program~~, Bridging Academics & Character (BAC), Social Skills, Academic Study **Skills**, Speech, and related services including Occupational Therapy, Physical Therapy, and other services determined by the admission, review, and dismissal (ARD) committee, are provided these services at both all schools.

The Functional Program is offered at Fowler & Franklin Elementaries and at all secondary schools.

Siblings of District Centralized Programs students must meet criteria established in FDB(LOCAL) and will be reviewed as an administrative transfer. School capacity and all other transfer requirements will be considered prior to approval.

- Early Childhood Programs placement by the Coordinator of Early Childhood
- Early Childhood Special Education (ECSE) at Brook Village Early Learning, ~~Farris Early Learning~~ **Haynes**, and Cunningham Elementary
- Prekindergarten at ~~Booker T. Washington Elementary~~, Brook Village Early Learning, Burgess Elementary, Cunningham Elementary, Fain Elementary, Fowler Elementary, ~~Jefferson Elementary~~, **McNiell Elementary**, Milam Elementary, Scotland Park Elementary, ~~Southern Hills Elementary~~, Sheppard Elementary
- Head Start at Haynes Early Learning or Brook Village Early Learning

**International
Baccalaureate
Transfer**

International Baccalaureate (IB) at Legacy High School must be approved by the District's IB Coordinator and the Superintendent's designee. IB students must enroll in the required honors courses in grades 9-10 and IB courses in grades 11-12. Failure will result in removal from the IB program and being sent to home campus.

Considerations

The following factors will be considered before approving transfers:

- Available space
- Teacher allocation
- Balanced enrollment
- Student behavior and discipline record
- Attendance

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- Tardies

Other factors may include but are not limited to:

- Individual needs of the student and reason for transfer;
- Legal requirements affecting student transfer requests;
- Effect the transfer will have on the home school and receiving school;
- Special course request;
- Medical reason(s) with physician's statement explaining the specific medical need (must accompany the transfer request form);
- Desire to keep families together (when similar age siblings are currently attending different schools) when space is available; and
- Other factors the administration deems relevant to the request.

If a school reaches capacity, transfer requests may be denied.

Transportation

WFISD does not provide transportation for transfer students unless otherwise required by law or specified District specialized programs. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.

Revocation

Transfers are considered a privilege. These transfers may be revoked by the receiving principal with the approval of the Superintendent or designee for any of the following reasons:

- Student becomes a disruption to school operations;
- Student becomes a detriment to the learning of other students;
- Student has persistent disciplinary or attendance problems;
- Lack of parental cooperation and support. Documentation of these events must be shared with the Director of Student Services for verification prior to revocation;
- Changes in the facility and/or instructional capacity at the campus;
- Falsification of residence, transfer, or enrollment documents;
or
- Other relevant factors as determined by the building principal.

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Once a transfer is revoked, the student must return to his or her home school. Except when deemed necessary by the Superintendent or designee, no further transfer request will be granted for this student.

**Change of
Residence**

A student who moves within WFISD but outside his or her original attendance area and wishes to remain at the campus of origin for the remainder of the school year may do so with principal approval. However, to stay at the campus for subsequent years will require a submitted transfer request and approval by the District Transfer Committee. The same criteria will be used as stated previously.

Honors

High school students transferring their senior year only cannot be considered for valedictorian or salutatorian. A student must have been enrolled in the same high school in the District at the end of his or her junior year and for his or her entire senior year immediately preceding graduation to be considered. [See Extenuating Circumstances above]

**Athletic and
Extracurricular
Participation**

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

To maintain UIL varsity eligibility a student must transfer at the first opportunity. This is the transfer period during January of fifth grade. Any subsequent intradistrict transfer after the first opportunity will result in the loss of UIL varsity eligibility for one calendar year. This applies to Military, Peace Officers and WFISD Employees as well.

Athletics

Transfer students are subject to all University Interscholastic League (UIL) eligibility requirements. All transfer students who wish to participate in varsity competition must complete the UIL Previous Athletic Participation Form. All Previous Athletic Participation forms will be reviewed by the UIL District Executive Committee (DEC). Varsity eligibility or length of ineligibility will be determined by the DEC.

All student athletes are subject to a minimum of two home visits per year conducted by members of the coaching staff. All findings will be shared with the Director of Athletics and any possible UIL violations or falsifying of addresses will be reported to the Director of Student Assignment and the District Executive Committee for UIL.

**Academic
Performing Arts
Programs**

To be eligible for other extracurricular activities, transfer students must be enrolled and attending the transfer school 15 calendar days prior to the application deadline for tryouts or election.

**Falsifying
Addresses**

Student or families who falsify their address to attend another school or seek a transfer with false information will be removed

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from the campus of attendance and return to their assigned attendance zone.

If it is discovered a student is attending a school under false information the campus principal and their designee will give the family 10 business days to update their address and provide an accurate proof of residence according to FDB(LOCAL) prior to moving the student back to their home campus.

Falsifying information is a violation of the Texas Penal Code and Texas Education Code.

- Texas Penal Code: Section 37.10 — Tampering with Government Records: Class A Misdemeanor punishable by up to one year in jail, a fine of up to \$4,000, or both jail time and a fine.
- Texas Education Code: Section 25.001(h) — In addition to the penalty provided by Section 37.10, Texas Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment but is enrolled on the basis of the false information. The person is liable for the period during which the ineligible student is enrolled, for the greater of: (1) The maximum tuition fee the district may charge under Section 25.038 of this code; or (2) The amount the district has budgeted for each student as maintenance and operating expenses.

¹ District's Transfer Request Forms:

<https://www.wfisd.net/departments/student-services/student-transfers>