Springtown ISD

Open Enrollment for Students

General Overview

SISD is accepting OPEN ENROLLMENT transfers for non-resident students. Transfers are considered on a case-by-case basis and require approval by the superintendent or his/her designee. Criteria for approval includes good grades, student-teacher ratio, discipline, attendance, and passing all sections of the most recent STAAR or other recognized test if STAAR is not available.

SISD will accept applications for all grade levels based on campus capacity. Transfer applications will be processed on a first-come basis. Transfer applications must be submitted and will be reviewed each successive year for approval for continued attendance.

Completed applications will be reviewed by an Admissions Review Committee and the campus principal to determine final disposition. Parents will be notified of the status of the application. Once the application has been approved by both the campus principal and Committee, the parent/guardian will be given a copy of the approval and may contact the campus to make arrangements for registration.

Transportation

- Any student who requests and accepts a transfer to a school other than the one in his or her home attendance area shall be required to provide his or her own transportation to and from school.

The Process

- The superintendent or designee will declare schools open or closed for student transfers based on campus capacity, special circumstances, and/or other administrative considerations prior to the beginning of each school year.
- If the campus is designated “open” for student transfers, the campus principal will declare the number of seats available at each grade level/program.
- The process of selection is on a first-come, first-served basis for students who meet the criteria.
- All applications for transfer are required to meet the following standards:

  1. The student must have 95% attendance for the previous semester and the last six weeks.
  2. The student must be passing all classes currently and for the last semester completed.
  3. The student must have passed all portions of his/her latest state test/assessment exam [currently State of Texas Assessment of Academic Readiness (STAAR)]. Students from home school, private school, or non-accredited school must show satisfactory scores on a nationally recognized norm-referenced assessment, a locally developed assessment, or a previously released state assessment of appropriate grade level.
  4. The student has not ever been placed in a DAEP/JJAEP.
5. The campus principal may request to meet with the parents and student and have parents provide documentation of the above standards.

- Factors that will be considered in approving open enrollment transfers include, but are not limited to: building capacity; current program or campus enrollment; growth projections; grade level enrollments; teacher allocations; professional staff allocations; and, the student's academic, behavior, and attendance history.

### Timelines for Applications for Non-Residents

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<tr>
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<th>August 1</th>
<th>December 1</th>
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<tr>
<td>Fall semester applications</td>
<td>December 1</td>
<td>Spring semester applications</td>
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### Exception

A student who becomes a non-resident during the course of a semester may be permitted to continue for the remainder of the semester. At the time non-residency occurs, parents must request an open enrollment transfer to verify that the student qualifies and space is available. If so, the student may remain until the end of the school year if he/she maintains the requirements of the transfer criteria.

### Potential Reasons for Approval/Denial

#### Approval

- Space/program availability
- Student meets all required criteria
- Change of residence during the school year
- Pending acquisition of another home (timelines involved)

#### Denial

- Record of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions
- For the purpose of participating in athletics at receiving campus
- Falsification of information
- Failing grades
- Failing STAAR scores, or other recognized assessments
- Failure to meet district criteria for transfer
- Increased campus staffing
- Student projections reach 95% of campus/program capacity
If the student comes from Home School, Private School or Non-Accredited School

- Students from home school, private school, or non-accredited school must show satisfactory scores on a nationally recognized norm-referenced assessment, a locally developed assessment, or a previously released state assessment of appropriate grade level.

Potential Reasons for Revocation

Revocation during School Year

- Repeated failure to abide by the rules specified in the SISD Student Handbook or Student Code of Conduct
- Student commits a disciplinary infraction that mandates removal to the DAEP or JJAEP
- Documented pattern of late arrivals, late pick-ups, and/or poor attendance
- Lack of parental support of campus policies or regulations
- Falsification of information
- Students who do not meet the enrollment criteria annually

Campus Procedures for Revoking a Transfer

- An administrator at the school must hold a conference with the parent and inform the parent of the revocation and the reason(s) for the revocation.

- Both schools must work together to transition the student back to the school of origin in a manner that promotes the student’s academic progress and school attendance.

Special Notes

- Students who participate in University Interscholastic League (UIL) athletics are not excluded from open enrollment transfers; however, to meet UIL requirements they must verify eligibility through the athletic director at 817.220.3040.
  1. Students who move from one high school to another are ineligible for varsity competition for one calendar year by UIL rules (see Section 440 Eligibility Athletes).
  2. Students who transfer for athletic purposes may lose all remaining eligibility or lose eligibility for one calendar year.
- All students who are outside the campus attendance boundaries must reapply and qualify annually.
- Application is by student and not family. This is required because the student is applying for a specific empty seat in a specific grade at a specific campus.
- The campus principal may revoke a transfer at the end of any grading period or at the end of the school year based on the student’s poor attendance, excessive tardies, inappropriate student behavior, or other items listed on SISD’s web page. The principal must review the student’s IEP prior to implementing this process for a student receiving special education services.