

**HURST-EULESS-BEDFORD  
INDEPENDENT SCHOOL DISTRICT  
TRANSFER QUESTION/ANSWER DOCUMENT**

**Part I - Intradistrict Transfers**

(Transfers Within the District for Resident Students)

**1. How do I initiate an intradistrict transfer for my child?**

Transfers are initiated by completing the *Intradistrict Transfer Application* and attaching a separate sheet, as needed, indicating why the parent/guardian is requesting the transfer. Forms are available at any campus within the District and at the Central Administration building. Once the application is completed, it will be considered for approval or denial by the principal of the requested school, providing it meets the criteria for transfer.

**2. How long must I reside in the district before applying for a transfer?**

Students new to Hurst-Euless-Bedford ISD must attend their home campus for at least six weeks before requesting a transfer.

**3. When can I apply for a transfer?**

The transfer window is from the first school day in January through the last Friday in February. Transfer requests received after the transfer window will be reviewed during the month of August. The Central Office Review Committee shall consider requests submitted after the deadline only in cases deemed to be extreme conditions/hardships (a change of address is not considered a hardship).

**4. What is the process the District uses to determine whether or not my request for a transfer is approved?**

Elementary (Grades K-6)

The principal shall not approve any transfer in kindergarten through grade 4 if the projected enrollment in those grades reaches 19 students per class. The principal shall not approve any transfer in grades 5 and 6 when the projected enrollment in those grades reaches 22 students per class.

Secondary (Grades 7-12)

The principal may accept transfers at the time specified until 96% of the projected enrollment is reached.

**5. How will I know if my transfer has been granted?**

For transfers received during the window, the principal shall notify parent/guardian via mail regarding approval or denial of the transfer no later than April 30.

**6. Is bus transportation provided?**

No.

The District does not provide transportation for a student attending a school outside his or her attendance zone.

**7. Do students have to apply for a transfer every year?**

Elementary

A student's transfer, once approved, shall continue to be valid in that school for all grades. The transfer shall continue to be valid in that school as long as the parents and student reside within the District.

Junior High

Sixth grade students attending elementary school on an intradistrict transfer who wish to attend a junior high feeder school must also reapply during the transfer window.

Some elementary schools "split" between junior high feeder schools; therefore, it is necessary for the 6<sup>th</sup> grade student's parent/guardian to specify through the transfer process the junior high he/she wishes to attend. Once a student attends a junior high, he/she establishes UIL eligibility and a subsequent transfer will result in the student being ineligible for UIL activities for 365 days. The transfer shall continue to be valid in that school as long as the parents and student reside within the District.

Senior High

Due to eligibility requirements for UIL sanctioned activities, students going into the 10<sup>th</sup> grade must reapply for a high school intradistrict transfer during the transfer window regardless of previously granted transfers. Once approved, the transfer shall continue to be valid in that school as long as the parents and student reside within the District.

**8. If a student requests an intradistrict transfer to attend a junior school outside of his/her junior high school attendance zone and has not attended an elementary school that "feeds" the requested junior high school is he/she eligible to participate in UIL or extracurricular activities?**

No.

According to local policy a student who has not attended a "feeder" elementary school on a transfer would be ineligible for 365 calendar days from the date of enrollment.

Students enrolled in athletic programs shall not participate in UIL sanctioned activities during their year of ineligibility, but may participate in practices before, during, and after school.

Students enrolled in the Visual and Performing Arts programs may participate in performances on campus as specified by the Texas Essential Knowledge & Skills. However, Visual and Performing Arts students shall not participate in UIL contests or extracurricular events but may participate in practices before, during, and after school.

- 9. If a student requests to attend a high school outside his/her residency attendance zone and has attended 9th grade in a junior high that “feeds” the requested high school for at least one calendar year, is he/she eligible to participate in extracurricular activities on the first day of his/her tenth (10<sup>th</sup>) grade year?**

Yes.

According to local policy as long as all UIL eligibility requirements are met, the student would be eligible to participate on the first day of his/her 10<sup>th</sup> grade year.

- 10. If a student requests to attend a high school outside his/her residency attendance zone but has not attended a junior high which feeds the requested high school is he/she eligible to participate in extracurricular activities on the first day of his/her 10th grade year?**

No.

According to local policy students who request an intradistrict high school transfer any time during the 9th grade or thereafter may not participate in extracurricular activities for 365 days from the date of enrollment in high school.

Students enrolled in the Visual and Performing Arts programs may participate in performances on campus as specified by the Texas Essential Knowledge & Skills. However, Visual and Performing Arts students shall not participate in UIL contests or extracurricular events.

Students enrolled in athletic programs shall not participate in UIL sanctioned activities during their year of ineligibility, but may participate in practices before, during, and after school.

#### **11. Central Junior High School Only**

**If a student attends Central Junior High School in the 9th grade but requests to attend a high school outside his/her high school residency attendance zone, is that student eligible to participate in extracurricular activities at the beginning of his/her 10<sup>th</sup> grade year?**

No.

According to local policy, students enrolled at Central Junior High shall be eligible to participate in UIL and extracurricular activities at the 10<sup>th</sup> grade level only in the high school residency attendance zone in which the parent and student resides.

Students enrolled in the Visual and Performing Arts programs may participate in performances on campus as specified by the Texas Essential Knowledge & Skills. However, Visual and Performing Arts students shall not participate in UIL contests or extracurricular events but may participate in practices before, during, and after school.

Students enrolled in athletic programs shall not participate in UIL sanctioned activities during their year of ineligibility, but may participate in practices before, during, and after school.

- 12. If a student is attending a junior high or high school and moves out of that attendance zone to another junior high or high school zone, can he/she request a transfer to stay at the campus he/she had been attending?**

Yes.

Since UIL eligibility has been met at that campus, the student would *not* be required to sit out the 365 days. Approval of transfer request would be contingent upon space availability at campus, student's grades, attendance and discipline records.

- 13. If a student is attending a junior high or high school on an intradistrict transfer and elects to return to the junior high or high school in his/her residency attendance zone will he/she be eligible to participate in UIL and extracurricular activities?**

No.

If a student attends a junior high or high school and establishes UIL eligibility (by sitting out 365 days and then participating in UIL/extracurricular activities) a subsequent transfer to return to the junior high or high school in his/her residency attendance zone will result in the student being ineligible for UIL activities for 365 days.

Exception: If the student did not establish UIL eligibility (by sitting out 365 days and then participating in UIL/extracurricular activity), and elects to return to the junior high or high school in his/her residency attendance zone, the student would then have to sit out 15 days before participating in UIL/extracurricular activities.

- 14. Can a student under a special program, such as students with disabilities, apply for an intradistrict transfer?**

Yes.

A transfer may be considered if the program agreed upon by the ARD committee is offered at the campus to which the transfer is requested. Approval of the transfer request would be contingent upon space availability, student's grades, attendance and discipline records. Special education transportation is not available for transfer students.

- 15. If a student transfers to a School of Choice outside his/her attendance zone is the student eligible to participate in UIL and extracurricular activities?**

If a student transfers to a junior high outside of his or her attendance zone to participate in a Schools of Choice program at the first opportunity he/she had the opportunity to do so, he/she will be immediately eligible so long as all requirements of UIL are met. If the student leaves the Schools of Choice program and returns to the school of the parents' attendance zone, the student is not eligible to participate in UIL and extracurricular activities for 365 days.

- 16. If a student's parent transfers guardianship or awards power of attorney to another person outside the student's attendance zone, is the student eligible to participate in UIL sanctioned activities?**

No.

The student is ineligible for 365 days.

**17. Can a student transfer be revoked for non-attendance, poor grades, behavior problem, etc.?**

Yes.

Student transfers may be revoked if the student fails to maintain good attendance, grades, etc., or fails to comply with communicated district or campus disciplinary policies, rules, regulations, or directives.

**PART II - Interdistrict Transfers**

(Transfers From Outside the District for Nonresident Students)

**18. Under what circumstances may a non-resident student receive a transfer?**

- a. Children of nonresident District employees may be eligible to attend District schools, provided space is available. Employees' children who come from out of the district would be required to follow UIL requirements.
- b. Children whose grandparent, a District resident, provides a substantial amount of after-school care may be eligible for an interdistrict transfer.
- c. Qualifying seniors are eligible for an interdistrict transfer. See answer to question #19 below. (Note: Student must have completed Sophomore and Junior year at campus)
- d. Transfers may be granted to nonresident students enrolled in the following designated programs:

**Secondary Schools of Choice**

- Orchestra
- Asian Languages
- International Baccalaureate

**Elementary Schools of Choice**

- Core Knowledge
- Suzuki Strings
- Spanish Immersion

Nonresident students who are accepted in a designated secondary program (Grades 7 – 12) may attend schools in the District on a tuition free basis provided space is available in the specific program after the enrollment of resident students. Exiting a designated program for any reason rescinds the interdistrict transfer. For more information on these programs, please contact the Central Administration Office.

**19. How do I initiate an interdistrict transfer for my child?**

All interdistrict transfers are initiated by completing the *Interdistrict Transfer Application*. Forms are available at the Central Administration building. Once the application is completed, it will be considered for approval or denial by the Assistant Superintendent for Secondary or Elementary Administration, providing it meets the criteria for transfer.

**20. If a student is already attending a District school but his/her parents move out of the District and into another School District, can that student complete an Out of District Transfer and remain at the school he/she is presently attending.**

No.

Kindergarten through eleventh grade students are not eligible to return if parents move outside the HEB School District.

Yes.

A 12th grade student whose parents have moved outside the boundaries of the HEB ISD may return and be eligible as a “qualifying senior”. To be eligible the student must have completed his/her sophomore and junior year within the district and must have earned 19 or more credits.

This student shall remain eligible to participate in UIL and extracurricular activities as defined by UIL rules.

**21. Is bus transportation provided?**

No.

All nonresident students who are allowed to enroll or who remain enrolled in the District are responsible for their own transportation to and from school.

**\*\* Students must satisfy all University Scholastic League Rules and Regulations to be eligible to participate in any and all UIL related activities.**

**\*\* Student’s failure to abide by all federal, state and local policies and rules shall be grounds for the transfer to be rescinded.**