



NON-RESIDENT TRANSFER PROCEDURE & GUIDELINES

GENERAL OVERVIEW

SNOOK ISD is accepting OPEN ENROLLMENT transfers for **non-resident** students for the 2023-2024 school year from **May 1, 2023-August 7, 2023** for students who desire to start the first day of school. Transfers are considered on a case-by-case basis and require approval by the superintendent or designee. SNOOK ISD will accept applications for **all** grade levels. Transfer applications will be processed on a first-come/first-served basis, however, student applications for Snook ISD employees will be prioritized. The Transfer Review Committee and the Superintendent will review completed applications to determine final disposition. Parents must complete (1) one application for each individual child they are seeking a transfer for. Families with multiple children will NOT be admitted as a group, and each individual child is subject to meeting the factors outlined below. Once both the Superintendent and Committee have reviewed the application, parents will be notified in writing on the status of the application via a letter or email; this will include whether or not the student has been admitted for the 2023-2024 school year. Notification will occur during the summer months.

Note: Parents should not assume a transfer will be granted based on prior admittance or by completing the transfer application. Registration will not be complete until the parent has been notified of transfer acceptance and contacted by the campus to complete registration.

TRANSPORTATION

Any student who requests and accepts a transfer to a school other than one in his or her home attendance area shall be required to provide his or her own transportation to and from school. Dependability of transportation is key to good attendance. Transfer students are expected to follow district attendance guidelines, including being on-time daily for the start of school.

PROCESS & FACTORS

1. The superintendent or designee will declare schools open or closed for student transfers based on campus and classroom capacity, special circumstances, resources, and/or other administrative considerations prior to the beginning of each school year.
2. If the campus is designated "open" for student transfers, upon receiving an application, the campus principal will review class numbers to determine the number of seats available for each grade level/program.
3. The process of selection is on a first-come, first-served basis for students who meet the criteria. The district reserves the right to prioritize and process applications submitted for Snook ISD employees first.
4. Application factors include: the availability of space and instructional staff and resources, the student's disciplinary records and attendance records. Academic records will be considered for all students, except in the case of a student eligible for special education services. An application is not considered complete and will not be reviewed until all items and records listed in the application have been received by the district.

TIMELINE FOR APPLICATIONS FOR NON-RESIDENTS

May 1, 2023-August 7, 2023



EXCEPTIONS

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester, so long as the continued enrollment does not place any classroom in violation of the maximum class size or effect the District's student/teacher ratio allowed by law. A resident student who becomes a nonresident during the course of a semester must also complete the district transfer application to request continued admittance for the following semester.

SPECIAL NOTES

- Attendance: A student may be denied the opportunity to transfer into the district if his or her attendance records for the most current school year indicate less than 90% attendance. The student must also have 95% attendance for the previous semester during the last grading period.
- Discipline: A student may be denied the opportunity to transfer into the District if he or she has incurred a placement in a disciplinary alternative education program (DAEP) or has been suspended or expelled for one or more days during the most recent school year. Recurring or persistent disciplinary problems may be sufficient reason for a rejection of a transfer request.
- Academic: A student may be denied the opportunity to transfer if he or she has not satisfied requirements for all academic courses from the previous school year, except in the case of a student eligible for special education services. Such a student's academic records shall be reviewed on an individualized basis against the student's individualized education program (IEP) and other relevant factors.
- A transfer shall not be approved that would limit the educational opportunities or the health and well-being of resident students.
- All students who are outside the district 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.
- 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 979-272-8307.
 - 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*).
 - *Students who transfer for athletic purposes may lose all remaining eligibility or lose eligibility for one calendar year.*

PRE-KINDERGARTEN

- Priority consideration will be given to four-year-old's who have older siblings that have been accepted as transfer students in SNOOK ISD.
- Transfer pre-kindergarten students without older siblings may be placed on a waiting list.

APPEALS

- Appeals should be made in writing to the Superintendent's office within 10 days of receiving a "notice of denial or revocation."
- Appeals will be reviewed by a transfer appeal committee; for more information contact 979-277-8307.