

Student Transfer Frequently Asked Questions

Is the district required to provide a student transfer process that allows students to attend a school other than the one to which they are zoned?

The district is only required to offer a student transfer process for reasons supported by either federal and/or state law such as the Texas Public Education Grant (PEG), the federal Adequate Yearly Progress (AYP), and confirmed cases of bullying or sexual assault.

How do I obtain a copy of the STUDENT TRANSFER application?

Applications can be submitted online through the link on the district website under the Student Services tab.

How do I renew my previously approved application?

Transfers are approved on a yearly basis. An application for a student transfer must be submitted each year. Transfer requests may be denied if not submitted by the due date.

Who approves transfer applications?

Transfer applications are approved by the Executive Director of Student and Staff Services. Campus personnel do not approve or deny transfer applications. Campus administrators make a recommendation for approval or denial of transfer applications.

What does “open – having space available” mean? This means that a school has spaces available at some or all grade levels for transfer students after its enrollment projections for the current school year have been taken into consideration. Projections are based on an analysis of the growth of a school’s attendance zone over the past several years, the average age of the residents living in the zone, the size of the school, the district programs that are offered in the school, and the anticipated number of new students that could enroll in the school during the school year.

May I go to a school on my own and request or arrange a transfer for my child? While you may submit an application for transfer at the campus, campus staff does not approve or deny transfer applications. All applications are approved or denied by the Executive Director of Student and Staff Services.

If I am not happy with my child’s zoned school, may I apply for a student transfer?

A parent or legal guardian may request a student transfer for any reason as long as the application is received by the deadline. However, applications not meeting acceptable transfer criteria may not be approved.

May I file a student transfer application for a pre-K child? No, student transfers are limited to children in grades K-12.

When will I know if my student transfer application has been approved?

You will receive notification, via e-mail, from the office of the Executive Director of Student and Staff Services. If the application is approved, further instructions regarding enrolling your child will be provided if he/she is not already enrolled at the requested school.

What do I do after I receive notification that my transfer application or renewal has been approved?

You should enroll your child at the approved campus.

If we move into another school attendance zone after the school year has begun, may I apply for a student transfer so that my child can complete his school year in the current school?

Yes, if the move occurs during the second semester, you may submit a transfer request. You must be able to show proof of your change of address for your child’s school with a mortgage statement, rental agreement or utility bill

showing the new address. If you move in the first semester, your child may complete the semester. If the child is a high school senior who will graduate with his class, the transfer may be granted to complete the school year.

If my child has a 504 Plan, is he/she eligible for a student transfer?

The 504 Plan will not determine your child's eligibility for a transfer from his/her zoned school.

May my children participate in sports if they are approved for a transfer to another high school?

*Your children may **not** participate in varsity-level athletics for one (1) calendar year from the time they are enrolled in the new school; however, participation in JV, sophomore, or freshman level athletics is permitted. Parents of children interested in participating in JV, sophomore, or freshman level fall sports should contact the campus as soon as they receive an approved transfer. See campus athletic coordinator for additional varsity eligibility requirements.*

Can an approved transfer be revoked during the school year?

Yes, the Executive Director of Student and Staff Services, in consultation with the principal of your approved campus may revoke a student transfer. The reasons a transfer may be revoked include, but are not limited to: truancy, discipline issues, excessive tardiness, late/early pickups, attendance issues, falsification of enrollment or application information or removal from a program for which the transfer was approved.

Is there a chance that one of my children could be approved for a transfer to the campus I requested and the other one be denied for the same school?

Yes, transfer applications will be approved based on the schools designated as "open - having space available," and the possibility exists that the requested school may not have space available in both grade levels.

Are all of the student transfers that were granted for the current school year automatically renewed for the upcoming school year?

There are no automatic renewals; however, you may request a renewal by submitting a new application during the application period. Even if you request a renewal in accordance with the guidelines provided with each application, some student transfers granted for the current school year may not be approved for the following school year. For example, if you are required to submit updated forms and documentation or reapply prior to the start of the school year and you do not do so, your child will be assigned to his/her zoned school. If your child has a documented history of truancy, discipline issues, excessive tardiness, late/early pickups or unexcused absences, a transfer application for the next school year may be denied.

My child received a student transfer last year; do I need to submit a new student transfer application to renew the transfer if he/she is returning to the same school?

YES. You will need to submit a transfer application each year. Some previously approved transfers may not be approved for the next school year.

Would my student transfer application for my child who receives special education services in a centralized program be handled differently?

Parents of students receiving special education services in a centralized, self-contained program should contact the special education office prior to submitting an application for a different school to ensure program and space availability.

May I request that an ARD committee transfer my child, who receives special education services, to another school even if I have missed the transfer deadlines?

As the parent, you may request an ARD committee meeting at any time. If your child's special education services can be provided at his zoned school and there are no extenuating circumstances there would be no reason for the ARD committee to transfer your child to another school.

Do students currently enrolled in New Caney ISD have to provide records when requesting a transfer?

Yes, all students will be required to provide documentation of grades, attendance and discipline history. New Caney ISD parents/students can access this information via their family/student access portal in Skyward.

How do I find the governing policy?

The local policy can be found on the District’s website and a copy follows:

FDB (LOCAL)

Each student shall attend the schools in the attendance zone in which he or she resides. A transfer may be granted, however, under circumstances outlined in administrative procedures.

When an intradistrict transfer is approved, the District may assign the student to the campus at which the transfer would have the least negative effect on campus/class enrollment or space.

For any approved intradistrict transfer, the parent shall be responsible for the student’s transportation to and from the school in which the student is enrolled.

A high school athlete for whom an intradistrict transfer is approved shall not be eligible for participation in varsity UIL athletic competition at the receiving school for one calendar year.

The Superintendent or designee shall be authorized to investigate and approve the transfer of a student from one classroom to another or between campuses, as appropriate.

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.
