



New Braunfels Independent School District
430 W. Mill St., New Braunfels, Texas 78130

STUDENT TRANSFER PETITION FORM

A petition for transfer is defined as a parental request for a child to attend a campus other than the campus that the child is zoned to attend.

All parents wishing to transfer their student(s) from their zoned school to another school must complete a petition. Please file the petition in the office of the Director of Human Resources and Student Services **prior to June 1.**

A form should be submitted for each child. All information must be complete.

Name of student _____ Student's Social Security No. _____ - _____ - _____

Current grade _____ Grade Placement for Next/Transfer Year _____ Effective School Year _____

Resident Zoned Campus Petitioning Transfer From (Campus) _____

Petition Transfer To (Campus) _____

Reason for Petition _____

Names and ages of siblings: _____, _____, _____
Name Age Campus Name Age Campus

Does your son/daughter receive Special Education Services? Yes No Explain: _____

Name of Parent or Guardian _____

Street Address _____ City _____ Zip _____

Home Telephone _____ Business Telephone _____ Cell Phone _____

NBISD Employees – Assigned Campus _____ Position _____

Date Signature of Parent or Guardian

Director of Human Resources and Student Services _____

FINAL DECISION: APPROVED _____ DENIED _____

Effective Date _____ Date Parent Notified _____

*All transfer applications will be for the **current school year only and must be resubmitted for each succeeding school year.***

ADMINISTRATIVE GUIDELINES PETITIONS FOR STUDENT TRANSFERS

When reviewing petitions for student transfers, the New Braunfels ISD will consider each request on an individual basis; however, the guidelines below are in place to ensure consistency in our process. The transfer petitions will be considered by the Board's designee and/or a district committee 60 days prior to the first day of student instruction. If the transfer request is denied by the designee, the parent may file a written request of a hearing before the Superintendent. If the parent chooses to appeal to the Superintendent, the hearing will be held within 30 days of the written request for the hearing. All authorizations for student transfers are for a one-year period; petitions must be submitted annually.

Priority Guidelines

1. Due to the rapid growth in the NBISD, the Board's designee will generally deny requests for student intradistrict transfers to campuses projected at 90 percent of capacity or greater as of October 1, unless significant extenuating circumstances exist. Portable building space will not be included in calculations of percentage of capacity.
2. Extenuating circumstances may include documented medical, psychological, or other special needs of students who seek to remain on a campus that they have attended for at least the previous year. The petitions submitted on these grounds will be investigated by the Board's designee by consulting with the professional staff at the requested school. If campus professionals concur that there is a risk of harm to the student by reassigning him/her, the request to remain may be given priority consideration.
3. Generally, requests for intradistrict transfer to campuses that are projected at less than 90 percent of capacity will be approved.
4. Petitions for intradistrict transfer during the semester will be denied based on potential disruption of the educational program at both the assigned and requested campuses.

General Clarifications

- Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.
- For the purpose of these guidelines, full time employees and officials who serve the entire district will be allowed to have their children remain at a campus that the student has attended for at least the previous year regardless of the projected percentage of capacity if the parent maintains his/her standing with the campus and/or the district.
- Buildings housed on the same campus will be considered as unified regarding the provision that employees may bring their children to the campus at which he/she works.
- Because of administrative summer vacations, requests for transfers for the following school year should be submitted no later than June 1st.
- NBISD does not discriminate on the basis of race, color, religion, sex, national origin or disability in its program and activities.

(February 2008)