



Bells ISD Procedures for Transfer Student Requests

Parents of students wanting to transfer into Bells ISD must file an application for transfer with the child's campus principal. All transfer applications must go before the Transfer Committee for consideration. Each transfer is either approved or denied on an individual basis according to the guidelines on the application, which reflects Bells ISD Board Policy FDA (LOCAL)

Procedures for Initial Transfers:

1. Parent/Guardian completes a transfer application and submits to campus principal.
2. Principal reviews the application for completion, including all required documents, and brings the request to the Transfer Committee.
3. Transfer Committee meets and approves or denies the request.
4. Campus principal notifies parents of acceptance or denial.

Procedures for Returning Transfers:

1. Transfer requests are approved for one year only.
2. Each spring, the Transfer Committee will review all current transfers and make decisions on extending a transfer application for the upcoming school year.
3. All students who are granted a transfer extension will be sent a transfer application for the next school year. Transfer applications must be received in the district office by May 31st.
4. All students whose transfers are being revoked will receive a letter from the campus principal by June 1st.

Transfer considerations will be primarily based on program availability. Program availability is defined as the ability to accommodate additional students without adversely affecting staffing, class size, instructional delivery, facility space, support services, the overall budget, and the best interests of the District. In addition, the following criteria must also be met.

To be eligible for a transfer, a student shall meet the following criteria:

5. Have an attendance record acceptable to the committee for the semester prior to the transfer request.
6. Not have a record of discipline problems, such as criminal indictment or charges, suspension, or expulsion during the semester of and the semester prior to the transfer request.
7. Have an academic record (including performance on state-mandated assessments) acceptable to the committee.