

Student Transfer Petition Guidelines

When reviewing petitions for student transfers, McKinney 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 within **30 business days** of their receipt. Transfer petitions for residents that moved in after the due date will be accepted and considered on an individual basis.

Transfer Guidelines

- Open Enrollment **will not** be offered at any MISD campus for the 2019-20 school year.
- Due to the rapid growth in MISD, most requests for student transfers to campuses projected at 90% of capacity or greater will be denied unless significant extenuating circumstances exist.
- Extenuating circumstances may include documented academic, legal, 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. If campus professionals concur that there is risk of harm to the student by reassigning him/her, the request to remain will be given priority consideration. See examples of special circumstances below. **This is not an exhaustive list.**
 - ✓ Academic: Student retained or programmatic reasons (i.e. CTE program offered at only one campus)
 - ✓ Legal: Court appointed or court mandated
 - ✓ Medical and Psychological: Legitimate medical condition with a letter from a doctor
 - ✓ Other: Bullying, harassment, contract on house in different zone
- All authorizations for K-12 student transfers are for a **one-year period**; **petitions must be submitted annually**. An approval for one year does not guarantee nor imply the approval of future transfers to the same campus or to the feeder campus.
- Sibling Transfers – Sibling status **will not** guarantee transfer approval. Requests to transfer to attend a school outside their attendance area with their sibling will be evaluated as all other requests.
- Transfers for siblings of students who are placed in self-contained special education units that are not located on every campus will be considered for a hardship intra-district transfer.
- **All secondary transfers are subject to review by the University Interscholastic League.**
- Students who are retained (in grades K-8) and asked to repeat a grade may also qualify for a hardship transfer. The one year transfer is for the first year after the student was retained from the zoned campus.
- A resident student whose parent or legal guardian anticipates moving into the assigned school attendance zone and provides evidence, such as a builder's contract, earnest money contract, rental agreement, or a similar document, shall be admitted on a provisional basis of **no more than one semester**. If at the end of one semester, the parent or guardian is not actually residing within the assigned school attendance zone, the student shall be transferred to the campus within the resident attendance zone.
- The student transfer can be revoked by the school or district administration if there is a violation of the attendance policy, and/or a violation of the McKinney ISD Student Code of Conduct (SCOC). Once a transfer has been revoked due to a student SCOC violation, the transfer benefit is no longer available for that individual student.
- All transfers are based on availability of space and are considered on a year-to-year basis.
- **Transfer students will be responsible for providing transportation to and from campus.**