

ADMISSIONS:
INTERDISTRICT TRANSFERS

FDA
(REGULATION)

BASIS FOR
TRANSFER

The associate superintendent shall serve as the superintendent's designee and shall consider all transfer requests on an individual basis.

A nonresident student wishing to transfer into the District shall apply for admission annually by May 1 of the current school year. This shall apply to all new and renewing transfer requests.

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 school year.

TUITION
PAYMENT
IN-STATE

In-State tuition is charged by the District based on an administrative formula. Tuition is paid on the basis of nine equal payments. Tuition payment is due at the beginning of each monthly period (September through May) and becomes delinquent if not paid by the 5th day of that period. Monthly tuition payments shall be made to the Division of Financial Services. Unless tuition is paid by the 5th day of the month, or satisfactory arrangements are made with the Superintendent, the student shall be dropped.

OUT-OF-STATE

If the student is an out-of-state transfer, the tuition rate shall be fixed at a sum that is approximately equal to the sum that was spent by the District on each student in average daily attendance the preceding school year less the amount received by the District under the Foundation School Program.

Out-of-State transfers enrolled on or before the 2016-2017 school year may continue to attend district schools on a tuition-free basis provided that:

A) The student has no record within the preceding two school years of any disciplinary offenses punishable by out-of-school suspension, disciplinary alternative education program, expulsion, or placement in the Juvenile Justice Alternative Education Program and has not engaged in conduct punishable as a felony.

B) The responsible parent or guardian commit to providing transportation for the student to and from school.

TUITION
PAYMENT
AGREEMENT

Tuition payments for educational services rendered to students shall be recorded and submitted to the Financial Services Division. (see Exhibit A)

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TUITION EXEMPTION
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EMPLOYEES

Children of District employees, meaning employees on whose behalf Teacher Retirement System (TRS) contributions are made, may continue to attend district schools on a tuition-free basis provided that:

- A. They were enrolled as a transfer student in the District on or before the 2016-17 school year **and**
- B. They meet the conditions outlined in items Nos.3 and 5 below:
 1. The student is eligible for a free public education in the District, with the exception of residency[see FD (LEGAL)];
 2. The student resides within the State of Texas;
 3. The student has no record within the preceding two school years of any disciplinary offenses punishable by out-of-school suspension, disciplinary alternative education program, expulsion, or placement in the Juvenile Justice Alternative Education Program and has not engaged in conduct punishable as a felony;
 4. Adequate arrangements have been made so that the District shall receive the available state funding attributable to the attendance of the student;
 5. The responsible parent or guardian commit to providing transportation for the student to and from school.

FACTORS

The administration reserves the right to assign and/or reassign a nonresident transfer student to any appropriate District school. A student shall be assigned to a campus upon entry into the District. Transfers are approved to a school where space is available based on campus and program capacity. Inter-district transfer students may be reassigned to a different campus in order to reestablish enrollment balance if an unexpected increase in enrollment on the campus occurs.

TRANSPORTATION

Transportation for the transferring student shall be the responsibility of the parent or guardian.

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AFTER SCHOOL
CARE

District employees shall make arrangements for after school care of his/her child while the employee is still engaged in performance of job-related duties, In addition, a district employee shall not bring his/her child to any type of staff development that is provided through employment. Exceptions can be made by principal approval on an occasional not regular basis.

OUT-OF-COUNTRY

The District will use the following methods to verify the content of courses for which a transfer student has earned credit. 19 TAC 74.26(a)(2).

EVALUATING
STUDENT
TRANSCRIPTS

Upon admission to a Canutillo ISD high school, a student may be assigned a temporary grade placement of 9th grade pending receipt and review of appropriate documents as stated in FD (LEGAL). The student will be placed in appropriate courses based on the preliminary language assessment given by the English Language Facilitator, and counselor evaluation utilizing student interview and review of documentation to grant credits based on CISD credit matrix.

1. Transcripts will be provided upon student enrollment. If transcripts are not official, credits will not be granted until official transcripts are received.
2. Once official transcripts are received, CISD will act within 20 regular instructional days to grant all approved credits as determined on CISD matrix and make an appropriate class placement. If transcripts are not received within the 30th day after the date a child is enrolled, the counselor will contact the parents/legal guardian and document the request for official transcripts.
3. Student must follow CISD requirements for enrollment as stated in FD (LEGAL) for example:
 - a. Residency
 - b. Immunizations
 - c. Identification

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The transcript is evaluated and final credits are assigned by the counselor as approved by the campus administrator. The transcript will be evaluated and documented on the Foreign Transcript Audit Form (Exhibit B). Credits are awarded according to the CISD Matrix (Exhibit C) and if needed, a third party assessment agency will evaluate classes not listed on the CISD Matrix. If a third party evaluation agency grants credit for such course(s), the task force committee will meet to make a final decision to grant such credit.

Credits will be awarded in a consistent, standardized manner utilizing the contents of this official Procedure. All students will be treated in a similar manner regarding the award of credits.

STUDENT
SCHEDULE

After final official transcript evaluation and grade placement, assigned classes will be adjusted by the counselor based on credits earned. CISD staff charged with the evaluation and necessary adjustments are the counselor and a campus administrator. The designated campus administrator must sign for final approval.

GRADE
CONVERSION

Grades from a foreign transcript on a ten point scale will be multiplied by 10 to be converted into US grading. Example: 7.0 = 70%. A grade of 6.0 and higher is a passing grade.

LPAC

The 20 day timeframe to complete Language Proficiency Assessment Committee (LPAC) decision-making procedures for students whose Home Language Survey (HLS) indicates language other than English will begin immediately upon registration. LPAC will review placement and coursework, and will recommend specific academic interventions and linguistic accommodations for the student as appropriate. Committee members follow LPAC procedures as stated in EHBE Legal Special Programs Bilingual Education/ESL or TAC 89.

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PARENT NOTIFICATION AND AGREEMENT	Upon completion of LPAC decision-making, the LPAC Chair will notify the parents/legal guardian regarding outcomes of the process. LPAC Chair must be prepared to provide copy of TEAMS CISD Transcript to parents/legal guardian when given such notification. Parents/legal guardian will receive the student's schedule. Parent signature indicates agreement or disagreement with the LPAC decision. Refer to the Out of Country Student Flowchart for further procedures (Exhibit D and E) and Parent Notification Letter (Exhibit F and G).
PARENTS RIGHTS	Parents are encouraged to be part of the enrollment process. Parents have rights designated to them in FNG (LEGAL).
MONITORING	The Principal will monitor and report to the Academic Language Services (ALS) Director when foreign transfer credits are not awarded, and/or appropriate grade reclassifications do not occur within 20 days of the receipt of official foreign transcripts.
REVIEW	Annual review of the regulation and exhibits will be conducted at the end of the school year. Such review will be initiated by CISD Associate Superintendent who is also Chair of the TASK-FORCE committee consisting of High School Principal, Assistant Principal, All Counselors, ALS Director, Internal Auditor, and Executive Director of Curriculum and Instruction.