



Brownwood ISD

STUDENT TRANSFER FREQUENTLY ASKED QUESTIONS

How do I request a student transfer?

Visit www.brownwoodisd.org/transfers and complete the application. Give specific reasons for your request. Providing incomplete information could result in a delay in processing your application.

What documents must I provide to Brownwood ISD when submitting a transfer application?

Parents requesting transfer into Brownwood ISD for a student living outside district boundaries must upload:

1. The student's most recent report card, including the student's attendance record. This information is often available in student or parent database portals at the district last attended.
2. Proof of residency, which must be a utility bill or mortgage/rental agreement.
3. BISD personnel will contact administrators at the student's previous school for the student's discipline history.

Students in grades PK through 5th who request transfer to another school within the district do not have to provide this information. The documentation will be retrieved from the BISD student database.

What information is considered in the approval or denial of every transfer request?

- a. Class sizes and staffing at the requested campus and grade.
- b. The student's attendance history, including tardiness and early pick-ups.
- c. The student's discipline history.
- d. The student's academic progress.

What is the transfer application period for the 2022-2023 school year?

Applications are accepted between April 1 and April 30. The Priority I application period opens April 1 and closes April 15. Due to class size and staffing limitations, parents of students with other circumstances are strongly encouraged to apply as soon as possible.

What does Priority I mean?

Priority I is a designation given to students who have attended a given campus for several years and wish to stay at that campus, even though it may not be their assigned neighborhood school. Class sizes, attendance and discipline histories, and the student's academic progress, are considered.

Priority I consideration for school year 22-23 also includes 4th grade students who wish to remain at the Coggin campus for 5th grade. If a transfer is not requested and approved, current 4th grade students will attend their neighborhood school in the 22-23 school year for 5th grade.

Do I have to apply for a transfer every year?

YES. Transfers are approved on an annual basis. Previously-approved transfer students not requesting transfer within the application period for the upcoming school year will not be guaranteed a spot except to the

neighborhood school for which they are zoned. Click <https://www.brownwoodisd.org/elemzones> to find your neighborhood school.

Who approves transfer requests?

Priority I transfers are approved by a committee of administrators at the district level. Transfers submitted after April 15 are sent to campus administrators for consideration and recommendation based on class size and staffing.

Can an approved transfer be revoked during the school year?

A transfer agreement is a contract between a campus, parent, and student. That contract may be breached when a student violates attendance or discipline policies, lacks academic progress, or falsifies student records, including failure to update address or contact information. When a parent or student breaks the contract, revocation of the transfer may occur during the school year. BISD highly recommends that parents refer to the BISD Student Handbook for expectations regarding attendance, discipline, and the falsifying of student records before entering into a transfer agreement with Brownwood ISD.

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

Yes. The first criteria considered in approving or denying a transfer request is class size and staffing. If class size and staffing can accommodate one student in a family but not another, one may be approved and one denied. Additionally, one student's attendance, discipline, and academic progress may be acceptable while another is not. This scenario could result in one student being approved and one being denied.

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 of a student receiving special education services, you may request an ARD committee meeting at any time. If your child's special education services can be provided at the neighborhood school the child attends, and there are no other extenuating circumstances, there would likely be no reason for the ARD committee to transfer your child to another school.

How will I receive notification of approval or denial?

Notification will be sent to the email address on the transfer application no later than May 30 for those requests considered Priority I.

Notification for approval or denial of other requests can be expected by email within 45 days of receipt of the application.

May my children participate in sports if they are approved for transfer to Brownwood High School?

Per UIL rules, without moving or an approved waiver by the UIL, transfer students may not participate in varsity-level athletics for one (1) calendar year from the time they enroll in Brownwood High School. However, participation in JV, sophomore, or freshman level athletics is possible. Parents of students interested in participating in sports should contact the BISD athletic department as soon as they receive an approved transfer. **IMPORTANT NOTE:** Working out prior to the start of the school year does not guarantee the approval of a transfer request.