

## **AUBREY INDEPENDENT SCHOOL DISTRICT INTRADISTRICT TRANSFER GUIDELINES**

Intradistrict Transfers may be approved by the Superintendent or designee, which will assist in maintaining a balanced enrollment among the District's campuses. An official Intradistrict application for such transfer must be submitted annually. This application must state the reasons for requesting an Intradistrict Transfer.

**INTRAdistrict Transfer Requests for the upcoming school year  
MUST be returned to the AISD Administration Office annually by July 1 to ensure  
consideration to secure a seat at the requesting campus.**

All applications will be reviewed to determine whether or not Intradistrict Transfers may be accepted using the following criteria:

- The Aubrey Independent School District does not accept Intradistrict Transfer applications for students who are residents of other school districts [see Policy FDA (Local)].
- An Intradistrict Transfer will be approved for those qualifying students who are not offered required educational services on their home campuses [see Policy FDB (Local)].
- Transportation convenience or baby-sitter location will not be considered as reason for the Superintendent or designee to reassign an individual student [see Policy FDB (Local)].
- No Intradistrict Transfers will be approved if such a transfer creates a need for additional staffing, changes in classroom space, or causes an enrollment imbalance.
- Intradistrict Transfer students may be returned to their home campus in order to reestablish enrollment balance if an unexpected increase in enrollment on the requested campus occurs.
- The Aubrey Independent School District reserves the right to limit or to restrict Intradistrict Transfers to any campus.

All Intradistrict Transfer approvals are conditional. Students who create behavioral or attendance problems may be returned to their home campuses immediately, and/or their transfer applications may not be approved for the subsequent year. **No district transportation will be provided for Intradistrict Transfer students.** In applying for an Intradistrict Transfer, parents assume responsibility for transporting their students to and from school.

*It is a criminal offense under Penal Code 37.10 to present false information or records for identification.  
Enrolling a child under false documents makes the person liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater (Education Code 25.001(h)).*

**Presenting false information on an Intradistrict Transfer application or failing to update the information presented in a timely manner shall be considered sufficient grounds for revocation of any transfer.**

**Parents/Guardians requesting an Intradistrict Transfer will be notified  
after the final registration/verification date by phone or email if request is approved or not  
approved.**

