When reviewing petitions for student transfers, Montgomery 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 days of their receipt. If the designee denies the transfer request, the parent may file a written request of a hearing before the Board. If the parent chooses to appeal to the Board, the hearing will be held within 30 days of the written request for the hearing. An approval for one year does not guarantee nor imply the approval of future transfers to the same campus or to the feeder campus.

**Priority Guidelines**

1. Due to the rapid growth in the MISD, the Board’s designee will generally deny requests for student intradistrict transfers to campuses projected at 90% of capacity or greater as of June 1 unless significant extenuating circumstances exist. Portable building space will not be included in calculation of percentage capacity.

2. Petitions for intradistrict transfers during the semester will be denied based on potential disruption of the educational program at both the assigned and requested campuses.

3. Extenuating circumstances may include documented 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. The Board’s designee will investigate the petitions submitted on these grounds by consulting with the professional staff at the requested school. 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.

4. K-5 students rezoned by the district to a campus projected at a higher capacity than their previous home zoned campus, may request a transfer to remain at their previous campus.

5. Sibling Transfers—Sibling status will not guarantee transfer approval. Request to transfer to attend a school outside of their attendance zone area with their sibling will be evaluated as all other requests and will not be given preference.

6. Due to the diverse and specialized allocation of staffing at high school campuses, building capacities, and UIL considerations, **ALL GENERAL PUBLIC HIGH SCHOOL STUDENT TRANSFER REQUESTS WILL BE DENIED.**

**General Guidelines**

1. Parents whose transfer requests are approved will be responsible for providing transportation to and from campus. **EXCEPTIONS FOR 2018 & 2019 LCHS to MHS Transfers**

2. New students to MISD receiving an approved transfer should go to their campus to complete registration.

3. Student transfers may be revoked for lack of academic progress, attendance, tardies, and misconduct.

4. General public requests for new residents moving in after August 15 and employees new to MISD hired after May 12 will be accepted and considered on a case by case basis.

5. The District will announce timelines for transfer applications. All timeline dates are final.