

Carrollton-Farmers Branch ISD

Admission and Transfer Procedures

General Information

Carrollton-Farmers Branch ISD (CFBISD) is accepting applications for Admission for students who will be attending Elementary, Middle, or High School, as a student living outside of the attendance zone of their preferred school. The number of openings for Admission is limited and will be determined by C-FBISD administration, based upon campus and grade level capacity, growth projections, teacher allocations, and/or other administrative considerations. There will not be a tuition fee for students accepted through the Admission process; unless they are enrolled in the Early Learning (Parent Pays for PK) Academy. The CFBISD Board of Trustees reserves the right to discontinue the Admission process at the end of any successive school year. The Texas Education Code requires that parents re-enroll all students each school year. [See Carrollton-Farmers Branch ISD Board Policy FDA(Local) and FDB (local).]

Transportation

Any student who requests and accepts a transfer to a school through the Admission process shall be required to provide his or her own transportation to and from school.

Application Standards

All applications for Admission are required to meet the following standards. The student must:

- Offer proof of 90% attendance for the previous semester and the most recent grading period.
- Pass all classes currently and for the last semester completed.
- Pass all portions of his or her latest state test/assessment exam. Students from home school, private school or non-accredited school must show satisfactory achievement on district approved assessments.
- Have a record that shows no disciplinary infractions that resulted in a mandatory placement in the Disciplinary Alternative Education Program (DAEP), or any placement at the Juvenile Justice Alternative Education Program (JJAEP) during the current and prior school years.

Application Procedures

- Parents may submit an application to attend a CFBISD school that is outside of their attendance zone at any time during the transfer period.
- Parents will complete tabs 1 through 6 of our Online Enrollment form at www.enrollcfb.com
- Parents will be notified in writing of acceptance or denial of the application.
- If the parent decides to reject the Admission, he/she should notify the office of student services in writing.
- After acceptance, the parents will complete tabs 7 through 10 of the Online Enrollment form at www.enrollcfb.com
- These applicants may be placed on a waiting list and action will be taken when and if space becomes available.

Approval

Students will be approved for Admission based on space and program availability and upon meeting all required criteria.

Denial

Reasons for denial of application include:

- History of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions.
- Falsification of information on the application and/or related documents.
- Failing grades.
- Failing TAKS/STAAR scores.
- Failure to meet district criteria for Admission.
- Limited space availability.
- Limited campus staffing.
- Elementary projection not to exceed building capacity at a designated campus.
- Secondary projection not to exceed building capacity at a designated campus.

Reasons for Revocation During and/or at End of School Year

- Repeated failure to abide by the rules specified in the CFBISD Student Code of Conduct
- Student commits a disciplinary infraction that mandates removal to the DAEP or JJAEP
- Documented pattern of late arrivals, late pick-ups, and/or poor attendance
- Student charged with a felony offense
- Falsification of information
- Failure to meet the enrollment criteria annually

Procedures for Revoking an Admission

- Campus principal must present reason(s) for recommended revocation to designee in central administration to obtain a concurring opinion.
- Campus administrator must notify the parent of the revocation and the reason(s) for the revocation at the end of the school year.

Other Notes

- The C-FB ISD Board of Trustees may expand or discontinue the Admission and transfer policy at the end of any given school year.
- There is no guarantee that siblings will be approved to attend C-FB ISD, or a specified campus through the Admission and transfer process.
- All transfer and Admission students must submit a new application when moving from elementary to middle school and from middle to high school.
- Admission applications may be placed on a waiting list and action will be taken when and if space becomes available.
- If your child is otherwise eligible for a Signature Program/Academy and your child has an Individual Education Program (IEP), acceptance will be contingent on Admission, Review, and Dismissal Committee (ARDC) action.

By marking I agree in the appropriate box, you acknowledge and testify that you have read and agreed to the Admission and Transfer Information Procedures and Policies.