TO: Dr. Tom Leonard
FROM: Dr. Jeff Arnett
DATE: April 20, 2017
SUBJECT: Proposed Four-Year Transfer Program Plan

Notwithstanding the economic and cultural implications of Eanes ISD’s acceptance of out-of-district transfer students, community questions and school capacities are prompting thoughts about adjusting this program. To address concerns and make modifications to the current program that permits transfer students in Eanes ISD, the following is a proposed four-year plan. This proposal allows for flexibility to adjust to changes in enrollment and funding, while remaining mindful of opportunities for resident students, responsive to the expectations of tax-paying parents, and sensitive to the circumstances of current or prospective transfers.

Where noted, these recommendations would require:

A Administrative action
B Board action, or are
✓ Already in progress or completed

Year One: 2017-18

Centralize the protocol of admitting new transfer students and re-enrolling current transfer students. Doing so will improve continuity and control in the admissions process, will allow for a districtwide perspective of space availability and class sizes, and will relieve building principals from the burden of making difficult enrollment decisions that may affect frontline relationships with parents and students.

Implement a limit on the number of transfer students at Westlake High School not to exceed 8-percent of the school’s total population. Within the 8-percent limit, currently enrolled transfer students will receive first priority. New transfer students (i.e. those not currently enrolled in Eanes ISD) will be given admissions consideration according to various factors, such as time and date of application, siblings presently enrolled, pending residency, pending non-residency, and other criteria to be determined. Consider what, if any, policy provisions may be required by this action.

NOTE: The 8-percent threshold is the historical ratio of transfer to resident students at Westlake High School. A gradual moratorium on NEW transfer students will be implemented in subsequent years. Implementing a gradual percentage-based moratorium mathematically provides flexibility in deference to the resident enrollment. This method also allows currently enrolled transfer students to complete their education at Westlake High School while slowly decreasing the number of newly enrolled transfer students, which mitigates rapid financial implications from lost funding.

When possible and feasible, consider re-assigning currently enrolled transfer students to other schools if doing so will better balance enrollments and class sizes.

Increase the annual non-refundable transfer application fee from $75 to $125 per student, or $375 for a family of four or more.
Move the enrollment verification process AND implement a more stringent residency verification process to the spring of the preceding school year – versus the traditional August verification – to better project class sizes, needed sections and staffing so transfer student admissions can be determined and communicated in a more accurate and timely manner.

Take measures to ensure procedural compliance with Eanes ISD policy FDA (Local and Legal), which states, “The District shall not provide transportation of transfer students, except as required by law.” OR the policy could be amended to provide reasonable and limited transportation accommodations for out-of-district transfer students as long as no additional costs or bus routes are required of the school district.

Review and, if necessary, revise existing policies pertaining to student residency, including FD (Local and Legal) regarding the “grandparent’s after-school care” provision.

Due to capacity concerns, close Hill Country Middle School to all new (i.e. not currently enrolled in Eanes ISD) transfer students in all three grade levels until further notice.

Annually review capacities and class sizes in consultation with building principals to determine if grade levels or schools can accommodate new transfer students. In doing so, factors to consider will include, but not be limited to:

- The number of class sections in the grade level to which the transfer student is applying;
- The past, current and projected enrollment trends of the school to which the transfer student is applying;
- The enrollment of siblings in the same or other Eanes ISD schools;
- The number, size and capacity of available classrooms and common spaces;
- The continuity and years of family attendance at a particular school;
- The academic progress, attendance, behavioral record and/or special needs of the student.

**Year Two: 2018-19**

Limit the number of transfer students at Westlake High School not to exceed 7-percent of the school’s total population. Within the 7-percent limit, currently enrolled transfer students will receive first priority. New transfer students (i.e. those not currently enrolled in Eanes ISD) will be given admissions consideration according to various factors, such as time and date of application, siblings presently enrolled, pending residency, pending non-residency, and other criteria to be determined.

**Year Three: 2019-20**

Limit the number of transfer students at Westlake High School not to exceed 6-percent of the school’s total population. Within the 6-percent limit, currently enrolled transfer students will receive first priority. If any new transfer students (i.e. those not currently enrolled in Eanes ISD) are accepted, they will be given admissions consideration according to various factors, such as time and date of application, siblings presently enrolled, pending residency, pending non-residency, and other criteria to be determined.

**Year Four: 2020-21**

Until determined otherwise, indefinitely limit the number of transfer students at Westlake High School not to exceed 5-percent of the school’s total population using the aforementioned criteria.