GRAPEVINE-COLLEYVILLE

INDEPENDENT SCHOOL DISTRICT

GCISD Student Transfer Information 2026-2027

Last Update January 2026

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Grapevine-Colleyville Interdistrict & Intradistrict Student Transfer Request Process

Per District policy FDB(LOCAL), all students will attend schools in the zones based on their residential physical address, unless they are granted permission to transfer under the criteria outlined below. This transfer process applies only to students who were on an approved transfer as of the 2024-2025 school year and siblings of students on an approved transfer for the 2024-2025 school year.

Resident students who were **not** on an approved transfer as of the 2024-2025 school year may only attend their zoned campuses based on their residential physical address.

Transfer Option Availability

Grapevine-Colleyville ISD's transfer option is available for the following:

Non-Residents	Reside within the city boundaries of Colleyville and Grapevine but are zoned to attend a school in another district: ● School Resource Officers ● Colleyville or Grapevine City Employees ● Peace Officers and Servicemembers ● Non-resident students of Resident Grandparents	
Residents	Only students who were on an approved transfer as of the 2024-2025 school year	
Siblings	If they are of the age that they would be attending the same campus as their sibling at the same time and the older sibling is already on an approved transfer for the 2024-2025 school year.	Elementary resident siblings will attend their zoned campus beginning in 6th grade and continue attending zoned schools for the remainder of their educational career in GCISD. Elementary non-resident siblings will attend their assigned pathway campus beginning in 6th grade and continue attending zoned schools for the remainder of their educational career in GCISD.

Types of Transfers (Definitions)

District Employees

A child of a District employee who has not been previously approved for a transfer or moving to a new campus must make a request to transfer. Subject to availability of space and staffing, as this is defined in Board Policy, District employees' children will be placed on the campus at which the parent is assigned or at the appropriate campus geographically closest to the parent's worksite. See Board Policy FDB(LOCAL) for information on when the employee's employment ends.

School Resource Officers

A non-resident School Resource Officer (SRO) assigned to the District by their agency may request that their child be admitted into District schools by submitting a transfer application to the District.

Non-Residents (Families Residing in Grapevine or Colleyville But Zoned to Another District)

Grapevine-Colleyville ISD is a limited open-enrollment District. A non-resident student in grades Pre-K - 12 living within the boundaries of the cities of Colleyville or Grapevine, but outside the boundaries of GCISD, may apply to attend designated schools or designated district programs.

Non-resident students may apply for a transfer at any time and will be considered and assigned based on the District's assigned pathway. The student will remain on the pathway during their time with GCISD unless they unenroll. The District's assigned pathways will be evaluated annually. For the 2026-2027 school year, the assigned pathways are as follows:

- CES CMS, GHS
- SLES, GMS, GHS

Non-Resident Siblings

Non-resident siblings will be required to submit a transfer request if they are of the age that they would attend the same campus at the same time as a sibling already on an approved transfer as of the 2024-2025 school year. If a non-resident sibling applies for a transfer to an elementary school, the student will attend the assigned pathway beginning in 6th grade and continue throughout their educational career in GCISD.

Resident Students

A resident student on an approved transfer from 2024-2025 may request an intradistrict transfer during their 8th to 8th grade transition year. Please see the information below for each grade level.

Applicable Only to Resident Students Who Were On a Transfer as of the 2024-2025 School Year	
9th-12th grades	These students may remain on their current transfer until graduation or return to their zoned campus. Transfers are frozen at the high school level.
8th grade (Transition Year)	These students who were on a transfer for the 2024-2025 school year may apply for a transfer to one of the comprehensive high schools or attend their zoned campus.
6th-7th grades	These students may remain on their current transfer until their transition year or return to their zoned campus. Transfers are frozen at the middle school level until the transition year.
K-4th grades	These students may remain on their current transfer until their transition year or return to their zoned campus. Transfers are frozen at the elementary school level through 5th grade. After elementary, these students will attend their zoned middle school and follow their zoned attendance trajectory until graduation.

Resident Siblings

Siblings of resident students who have already been placed at a campus through a transfer request as of the 2024-2025 school year will need to submit a transfer request if they are of the age that they would be attending that campus at the same time as their sibling who is already on an approved transfer.

Resident Grandparent of Non-Resident Grandchild

A resident grandparent of GCISD may submit a transfer application for their non-resident grandchild to attend the school zoned to the grandparents' residential address.

PLEASE NOTE: Resident grandparents, who are providing before-school or after-school care for their grandchildren, do not need to apply for a transfer. Those students shall be assigned to a school according to the residential attendance zone of the resident grandparent.

Transfer Request Criteria

An application must be completed for anyone who qualifies to apply for a transfer (See **Types of Transfers**)

All applications will be reviewed, and if the student meets the requirements, they will be included in the request pool.

The criteria used in considering a transfer are as follows:

Transfer Criteria for Residents and Non-Residents	
Capacity	- Available capacity in the requested school - Availability of instructional staff
Attendance	- Student's attendance must meet the 90% attendance rule at the time of the transfer request submission.
Discipline History	- The transfer student's discipline history is in good standing ● Student's discipline must meet the District Student Code of Conduct expectations. Violations of the Student Code of Conduct that cause a significant disruption to the learning or school environment will be cause for eligibility review and will be evaluated if the student has: ● more than 3 office referrals; and/or ● a total of 5 or more placement days of ISS - *Students with Out-of-school suspensions (OSS), disciplinary alternative education program (DAEP-VISTA), or Juvenile Justice Alternative Education Program (JJAEP) placements do not meet eligibility criteria and will not be eligible to request a transfer.*
Academic Standing	The transfer student's academic records are in good standing ● **K-2** Academic records shall be based on the student demonstrating mastery of the majority of the course-level, grade-level standards for each subject as indicated on the standards-based report card for each grade level at the time of the transfer request. ● **Grades 3–12** Academic records shall be based on the student's overall average of 70 on a scale of 100 based on course-level, grade-level standards for all subject areas, and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies at the time of the transfer request. **Non-residents (In addition to the above criteria):** ○ Passed the most recent state-mandated assessments (such as STAAR) ○ An eligible student must have passed all classes

Please note: Applications are considered individually and not by family.

Transfer Window

Non-resident students may apply for a transfer to the District at any time and will be considered and assigned based on the District's assigned pathway moving forward. The non-resident student application can be found on the

district's website.

The District will send an application to resident students who qualify to apply for a transfer during their transition year.

A request for a sibling transfer is only available to siblings of students who were on a transfer as of the 2024-2025 school year. To request a sibling transfer, please see the information on the district's website

Transition Years (8th grade moving to 9th)

Resident and non-resident students on an approved transfer as of the 2024-2025 may apply for a transfer during their 8th to 9th grade transition year. The application form prompts students to select their school of choice. Only students on a transfer as of the 2024-2025 school year may apply for a transfer during their transition year. Transfers will only be considered and approved when there is grade-level and campus capacity, as well as instructional staff, as defined in the Board Policy.

The District will send an application to students who qualify to apply for a transfer during their transition year.

Transfer Approval Process and Timeline

The District will verify that all student transfer requests meet the stated criteria before moving forward with the process.

As non-residents can submit a request throughout the school year, students will be sorted into transfer clusters and approved based on availability in their grade levels and their priority ranking. Ranking priority is as follows: (1) employees, (2) resident siblings, and (3) non-residents.

Approved transfers remain in effect until the student completes the grade levels offered at the school unless the transfer is revoked as per Board Policy FDB(LOCAL).

Waitlists

Should a wait list be needed for campuses for resident transfer requests, families will be notified by email should space become available on the campus at the desired grade level. Waitlists will be discarded at the end of the transfer request application window, which will be no later than the first day of instruction for the current school year. If a transfer is still desired, the student must submit during the request process the next school year.

Accepting a Student Transfer

When a parent receives the transfer approval letter from the District, the parent must respond in writing to accept or decline within **5** business days. Failure to return the form within **5** business days will result in a forfeiture of the request.

Beyond this date, the transfer seat will be released and will no longer be available. Families with multiple student transfers must accept each seat individually, as seats for multiple students on either the same or multiple campuses cannot be guaranteed.

Declining a Student Transfer

If a resident family declines a transfer offer, the family forfeits future transfer requests, and the student will attend their zoned campus.

If a non-resident family declines a transfer offer, the transfer will continue to be available to them for the remainder of the school year, provided that the above transfer criteria continue to be met.

Incomplete Student Transfer Request Applications

The student transfer request process includes several checkpoints to ensure students are eligible to submit transfer

requests. Verifying student residency, eligibility criteria, and campus capacity is extensive. Student transfer applications that are incomplete and missing the required submission items will not be processed.

Applicants who submit incomplete applications will be notified via the student transfer email account that their applications will not be processed.

Students with Disabilities
The District shall follow applicable state and federal law when considering the transfer request of a student with a known disability, including a student who receives special education services.

Continued Eligibility of a Student Transfer
A student may no longer be eligible to continue their transfer if they fail to abide by the laws, rules, and policies contained in the Student Code of Conduct and the Student-Parent Handbook. If the student exhibits behavior that causes the principal or designee to take action, as specified in the Student Code of Conduct or student handbook, the principal may request that the District Transfer Committee revoke the transfer.

Other Considerations for Parents When Applying for a Transfer

Transportation
Parents of transfer students shall provide transportation to and from school. Eligibility for transportation services is waived by the parent/guardian upon acceptance of the transfer.

UIL Eligibility
The District shall follow all rules of the University Interscholastic League (UIL) when considering transfer requests. The receiving campus principal and the Executive Director of Athletics or Director of Fine Arts shall determine the eligibility of a transfer student for participation in UIL activities.

Any student who transfers to a school outside of the student's attendance zone of residence will be subject to all eligibility rules of the University Interscholastic League (UIL) and such eligibility rules as may be adopted by the Board of Trustees. It is the responsibility of the parent/guardian to contact the GCISD Executive Director of Athletics for information about a student’s eligibility or lack thereof because of a transfer.

Student Transfer Information by Type

Resident (Intradistrict) Student Transfers

A resident parent or resident legal guardian of a student on an approved transfer as of the 2024-2025 school year may request an intradistrict transfer during their 8th to 9th grade transition year. Please see the information below for each grade level.

Applicable Only to Resident Students Who Are on a Transfer for the 2024-2025 School Year	
9th-12th grades	These students may remain on their current transfer until graduation or return to their zoned campus. Transfers are frozen at the high school level.
8th grade (Transition Year)	These students who were on a transfer as of r the 2024-2025 school year may apply for a transfer to one of the comprehensive high schools or attend their zoned campus.
6th-7th grades	These students may remain on their current transfer until their transition year or return to their zoned campus. Transfers are frozen at the middle school level until the transition year.

Upon approval, the student is allowed one campus transfer per school year. However, at the end of the semester, a student may transfer back to the campus in the student's attendance zone. Approved transfers remain in effect until the student completes the grade levels offered at the school unless the transfer is revoked per Board Policy FDB(LOCAL).

Please note: Applications are considered individually and not by family.

An approved transfer for one child does not guarantee space availability for current or future siblings.

Email notifications of placement will be sent as students are placed.

Non-Resident (Interdistrict) Student Transfers

Grapevine-Colleyville ISD is a limited open-enrollment district. A non-resident student in grades K - 12 living within the boundaries of the cities of Colleyville or Grapevine, but outside the boundaries of GCISD, may be permitted to apply to attend one of the following pathways:

- CES, CMS, and GHS **OR**
- SLES, GMS, and GHS.

Required documents to complete the Non-Resident Student Transfer

Two documents providing evidence of Residency: a current property tax statement, current signed lease/rental agreement or deed of sale, and a current utility bill (electric, gas, or water). Also required: a recent grade report card

indicating attendance and behavior, and documentation of the most recent performance on applicable state assessments.

The District will review all documents and application requests. If the required documents are not attached or are inaccurate, the transfer request will be considered incomplete and not entered into the application pool. The District will notify the parent of the incomplete file.

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not as a family.

Email notifications of placement will be sent out as students are placed.

Employee (Resident) Student Transfers

Children of District employees residing in GCISD shall be assigned to their attendance zones. However, a District employee may request that his or her child be transferred outside the attendance zone in which he or she resides to the campus at which the parent is assigned or to the appropriate campus geographically closest to the parent's worksite. All transfers are subject to the availability of space at the requested grade level and staffing. Transfers of resident employee children must follow Board Policy FDB(LOCAL).

Once assigned to a campus in accordance with this policy, a child of a district employee shall be permitted to continue enrollment at that campus in subsequent school years. Approved transfers remain in effect until the student completes the grade levels offered at the campus unless the transfer is revoked per Board Policies FDA(LOCAL) and FDB(LOCAL).

Regardless of grade and school, age-cohort preferences, or split feeder enrollments to the next level campus, children of District employees are permitted to request transfers only once per year, either to the parent's worksite or to the campus geographically closest to the parent's worksite.

In approving transfers for children of Resident Employees, the District shall consider the following:

- Availability of instructional staff
- Available capacity in the requested school
- The transfer student’s attendance is in good standing
- The transfer student’s behavior is in good standing
- The transfer student’s academic records are in good standing

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually and not by family.

Email notifications of placement will be sent out as students are placed.

Employee (Non-Resident) Student Transfers

A non-resident District employee may request that his or her child be transferred from their zoned assigned campus/school district to the campus at which the parent is assigned or to the appropriate campus geographically closest to the parent's worksite.

A non-resident School Resource Officer (SRO) assigned to the District by their agency may request that their child be admitted to attend District schools by submitting a transfer application.

All transfers are subject to space availability at the requested grade level and staffing. An approved transfer for one

child does not guarantee space availability for current or future siblings. Transfers of non-resident employee children must follow Board Policies FDA(LOCAL) and FDB(LOCAL).

In approving transfers for children of Non-Resident Employees, the District shall consider the following:

- Availability of instructional staff
- Available capacity in the requested school
- The transfer student's attendance is in good standing
- The transfer student's behavior is in good standing
- The transfer student's academic records are in good standing
    - Passed the most recent state-mandated assessments (such as STAAR)
    - An eligible student must have passed all classes

Once assigned to a campus in accordance with this policy, a child of a district employee shall be permitted to continue enrollment at that campus in subsequent school years, regardless of the availability of space or the cost of staffing. Upon approval, the student is allowed one campus transfer per school year. A student may unenroll and return to their home school district at any time. Approved transfers remain in effect until the student completes the grade levels offered at the campus unless the transfer is revoked as per Board Policies FDA(LOCAL) and FDB(LOCAL).

Upon any termination of the parent's employment, the child of a non-resident District employee forfeits all rights to enrollment in the District. A non-resident employee's resignation or termination of employment with GCISD will result in the withdrawal of their child or children at semester. However, the student(s) must have and maintain good attendance and have no discipline issues to be permitted to complete the semester. A student who is a senior, has good attendance, and has no discipline issues shall be permitted to complete the school year.

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually and not by family.

Email notifications of placement will be sent out as students are placed.

Children of City Employees Student Transfers

Employees of the cities of Colleyville or Grapevine who do not reside within GCISD boundaries may request a student transfer. A non-resident city employee may request that his or her child be admitted to the District's schools by submitting a transfer application. Full-time or part-time employees shall be permitted to make such a request upon employment; however, the children of individuals employed by the city as seasonal or temporary staff shall not be eligible for enrollment.

In approving transfers for children of city employees, the District shall consider:

- Available capacity in the requested school
- Availability of instructional staff
- The transfer student's attendance is in good standing
- The transfer student's behavior is in good standing
- The transfer student's academic records are in good standing
    - Passed the most recent state-mandated assessments (such as STAAR)
    - An eligible student must have passed all classes

Note: The Superintendent or designee, in their sole discretion, may consider extenuating circumstances and may modify the requirements in a situation deemed appropriate for modification.

Applications for children of city employees who transfer are considered individually, not by family. Upon approval, the student is allowed one transfer per school year. At least annually, students shall be evaluated to determine their eligibility to remain students in GCISD. *An approved transfer for one child does not guarantee space availability for*

current or future siblings.

A. Required documents to complete the City Employee Student Transfer
Proof of City Employment: a document providing verification of employment. Also required: a recent grade report card indicating attendance and behavior, documentation of the most recent performance on applicable state assessments, and a current 504 plan or IEP if applicable.

The District will review all documents and application requests. If the required documents are not attached or are inaccurate, the transfer request will be considered incomplete and not entered into the application pool.

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually and not by family.

Email notifications of placement will be sent as students are placed.

Sibling (Resident) Student Transfers

A student is required to attend the school in the attendance area where the student resides. Siblings of resident students who have already been placed at a campus through a transfer request as of the 2024-2025 school year will need to submit a transfer request if they are of the age that they would be attending that level of campus at the same time as their sibling already who is already on an approved transfer.

All transfers are subject to the availability of space at the requested grade level and staffing per FDB(LOCAL)

Upon approval, the student is allowed one campus transfer per school year. Approved transfers remain in effect until the student completes the grade levels offered at the campus unless the transfer is revoked as per Board Policy FDB(LOCAL).

An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually, not as a family.

Email notifications of placement will be sent as students are placed.

Sibling (Non-Resident) Student Transfers

Siblings of non-resident transfer students, who have already been placed at a campus through a transfer request or designated program and are currently enrolled, are required to go through the transfer process to be placed at the same campus as their sibling. However, parents must complete a request for transfer, and the District shall consider placing the sibling based on established Board factors found in Board Policy FDA(LOCAL).

The criteria for siblings are:

- Available capacity in the requested school
- Availability of instructional staff
- The transfer student's attendance is in good standing
- The transfer student's discipline history is in good standing
- The transfer student's academic records are in good standing
    - Passed the most recent state-mandated assessments (such as STAAR)
    - An eligible student must have passed all classes

Upon approval, the student is allowed one campus transfer per school year. However, a student may unenroll and return to their home school district at any time.
An approved transfer for one child does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually and not by family.

Email notifications of placement will be sent as students are placed.

Grandparent (Resident) Student (Non-Resident) Transfers

Grapevine-Colleyville ISD is a limited, open-enrollment district. A non-resident student in grades K-12 living outside the boundaries of GCISD but who has a grandparent who resides within the GCISD attendance boundaries is permitted to apply for a transfer to attend GCISD schools. A resident grandparent of GCISD may submit a transfer application for their non-resident grandchild to attend the school zoned to the grandparents' residential address.

For a non-resident student whose grandparent resides within GCISD boundaries, the criteria are:

- Availability of instructional staff
- Available capacity in the requested school
- The transfer student's attendance is in good standing
- The transfer student's discipline history is in good standing
- The transfer student's academic records are in good standing
    - Passed the most recent state-mandated assessments (such as STAAR)
    - An eligible student must have passed all classes
- Grandparents' current proof of residency (2 forms)

Applications for grandparent resident transfers are considered by the student and not by the family. Approved transfers remain in effect until the student completes all grades at that campus unless the student is no longer eligible to remain on a transfer per Board Policy FDA(LOCAL). For each transitional (Pre-K to Kindergarten, elementary to middle school, or middle to high school) year, the student must apply for a new transfer request.

Required documents to complete the Grandparent Resident Student Transfer

Two documents providing evidence of Residency: a current property tax statement, a current signed lease/rental agreement or deed of sale, and a current utility bill (electric, gas, or water). Also required: student's recent report card with attendance /behavior and recent state assessment performance (STAAR).

The District will review all documents and application requests. If the required documents are not attached or are inaccurate, the transfer request will be considered incomplete and not entered into the application pool.

An approved transfer for one grandchild does not guarantee space availability for current or future siblings.

Please note: Applications are considered individually and not by family.

Email notifications of placement will be sent as students are placed.

Designated STEM Resident and Non-Resident Student Transfers

STEM (Science, Technology, Engineering, and Math) is a designated curricular program that integrates the concept of STEM, including engineering and design habits of mind, across core content areas and electives. Our program has a strong emphasis on engineering and design thinking.

Students may enter the program through the following avenues:

- Kindergarten - 5th-grade students zoned to Cannon Elementary
- Apply for a student transfer to Cannon Elementary (other residents and non-residents)

To participate in the Cannon STEM program, students must transfer from their zoned campus. All transfer policies and administrative regulations apply. Please review the Transfer Criteria outlined in this administrative regulation.