

Carrollton-Farmers Branch ISD

Virtual Academy Transfer and Admission Procedures

General Information

Carrollton-Farmers Branch ISD (CFBISD) is accepting applications for the Virtual Academy to both in-district and out-of-district transfer students:

1. **Transfer** (in district) current CFBISD students wanting to attend the CFBISD Virtual Academy
2. **Out-of-district Transfer** (out of district, OOD) students living outside of the CFBISD attendance boundaries who want to attend the CFBISD Virtual Academy .

The number of student seats at the Virtual Academy is limited and will be determined by CFBISD administration, based on campus and grade level capacity, growth projections, teacher allocations, and/or other administrative considerations. The CFBISD administration reserves the right to discontinue the Virtual Academy admission process at the end of any successive school year.

Transportation

Although the Virtual Academy is an online-only learning environment, there may be some required or optional meetings held in person from time to time. Transportation is **NOT** provided to and from the Virtual Academy for any required or optional meetings held in person. If UIL or extracurriculars are offered for Virtual Academy students, parents must provide on-time transportation to and from such events.

Application Standards

All applications for the Virtual Academy 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 enrolled and for the last semester completed.
- Pass all portions of the 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 positive behavior record verified by:
 - Conduct grades on the report card
 - Teacher notes on the report card
 - No disciplinary office referrals that resulted in suspension (in school, out of school, emergency action)
 - No disciplinary infractions that resulted in placement at: Disciplinary Alternative Education Program (DAEP), or Juvenile Justice Alternative Education Program (JJAEP) during the current year and prior school years.
- Students may be invited for additional assessments, prior to being accepted into the academy

Application Procedures

- Parents may submit an application to the CFBISD Virtual Academy at any time during the open application period.
- Parents will complete the application by selecting Apply Now at cfbisd.edu/choice
- Parents will be notified in writing of acceptance or denial of the application.
- For students who are accepted to enroll at the Virtual Academy, parents will be asked to make a one-year commitment and sign a commitment form.
- After acceptance, the parents may complete Online Enrolment at www.enrollcfb.com
- Application requests may be placed on a waiting list and action will be taken when and if space becomes available.

Approval

Students will be approved for to enroll at the Virtual Academy based on space, program availability, and upon meeting all required admission standards.

Carrollton-Farmers Branch ISD Virtual Academy

Transfer and Admission Procedures-Continued

Denial

Reasons for denial of an application include but are not limited to:

- History of more than 10% student absences and tardies.
- Falsification of information on the application and/or related documents.
- Failing grades.
- Failings TAKS/STAAR scores.
- Failure to meet district criteria for Transfer/Admission.
- Limited space availability.
- Limited campus staffing.
- Limitations set by the Texas Legislature or TEA.

Reasons for Revocation

- 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 poor attendance.
- Student charged with committing a felony offense.
- Falsification of information.
- Failure to meet the enrollment criteria annually.
- Building capacity.

Procedures for Revoking Transfer/Admission:

- During the fall semester, the campus administrator or campus designee will review students' grades, attendance and discipline. Those students who do not meet the transfer and admission criteria will be notified that revocation may be considered.
- The 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 CFBISD administration team may amend the Virtual Academy Transfer and Admission procedures at the end of any given school year.
- There is no guarantee that siblings will be approved to attend the Virtual Academy.
- Applicants 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 seat at the Virtual Academy and your child has an Individual Education Program (IEP), acceptance will be contingent on Admission, Review, and Dismissal Committee (ARDC) approval.
- Final plans and implementation for the Virtual Academy are pending the decisions from the Texas Legislature and TEA.