

## **Coppell ISD**

### **Procedures for Overflow Students**

1. Each student who is currently enrolled at the end of a given school year will automatically roll up to the next grade level.
2. When a grade level reaches the maximum amount of students per state requirements (22 students per class) those students are sent to another designated school in the district where space is available.
3. Each secretary keeps a running list of overflow students sent to another campus in the order of when they enrolled. (per their district generated ID number.)
4. As space opens up, parents are contacted and given the opportunity to return to their home campus.
5. District transportation is provided to students who are sent to a campus other than their home campus.

