

TEXAS EDUCATION AGENCY  
 Division of Equal Education Opportunity

**APPLICATION FOR TRANSFER**  
 FY 2018-2019

Authority for Data collection: Texas Education Code 21.061: Civil Action 5281, Section A  
 Planned Use of Data: To complete the report required by Federal Court Order Civil Action 5281.  
 Instructions: This form must be used for all student transfers, within the State of Texas, including hardship. Column instructions can be found on the reverse side of this form. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form. For further information contact the division of Equal Education Opportunity at (512) 463-9671.

Student Name	Current Attn Data Student's Residence		Grade	District Student Attended Prior Year District Name	Campus Approval Y/N	Receiving Campus Principal Signature
	District	Campus Name				

This section must be completed by parent or guardian:

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

Signed \_\_\_\_\_  
 Parent's (Guardian's) Signature Phone #

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

This section must be completed by the Superintendent:

The above transfer(s) was \_\_\_\_\_ approved \_\_\_\_\_  
 disapproved \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Typed Name of Receiving Superintendent Mr. Roger Reed	Date	Telephone 903-564-6051 x4001	Signature
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## INSTRUCTIONS FOR COMPLETING

### Application for Transfer Form

#### Column Instructions

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##### Student's Name

Enter the student's legal name.

##### Attendance Data (Current Year)

Enter the current district and campus name for the student (current district and campus name of RESIDENCE).

##### Grade

Enter the grade to which the student will be assigned for the regular academic programs or special education programs during the 2018-19 school year.

##### District Name (Prior Year)

Enter the current district name for the student (prior year enrolled).

## **List of Requirements for Student Transfers**

Provide the following documents:

1. Most recent report card.
2. Official copy of the last STAAR or EOC results. Must be the regular assessment version.
3. The applicant's official attendance record for current school year signed by a school official. Attach an explanation for absences if the number of absences exceeds ten for the year.
4. Record of discipline referrals to the principal's office with a signature of a school official.

<b>Authority</b>	<p>The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.</p> <p>A nonresident student wishing to transfer into the District shall file an application for transfer with the Superintendent or designee by May 1 prior to the school year for which the transfer is requested. Any other requests shall be considered by the Superintendent on a case-by-case basis.</p> <p>A resident student who becomes a nonresident during the course of the school year shall be permitted to continue in attendance for the remainder of the school year provided that the student has not caused discipline or attendance problems.</p> <p>The District shall allow the child of a full-time nonresident employee to attend District schools tuition-free provided there are no discipline, attendance, or other disruptive problems at his or her previous school. This benefit shall become void upon termination of employment.</p>
<b>Conditions for Admission</b>	<p>Acceptance may be conditioned on the following:</p> <ol style="list-style-type: none"><li>1. Timely application has been made by the student or parent(s)/guardian(s) of the student.</li><li>2. The transfer has been approved under existing status by the Texas Education Agency (TEA).</li><li>3. The transfer does not limit the educational opportunities of resident students.</li></ol> <p>The Superintendent may refuse, upon campus administrative advice, to accept any transfer request because of the student's past disciplinary and attendance records. [See FD]</p>
<b>Future Resident Student</b>	<p>A future resident of the District who provides a legally signed contract for property and/or a house that provides occupancy within the first semester may enroll.</p>
<b>Transfer Form</b>	<p>All nonresident students approved under the other exceptions listed above shall have an approved interdistrict transfer application on file at the District's PEIMS office.</p>
<b>Transfer Agreements</b>	<p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.</p>
<b>UIL</b>	<p>All University Interscholastic League (UIL) rules shall be followed when considering transfer requests. The receiving campus principal, athletic director, or fine arts director shall render decisions with</p>

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ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

respect to the eligibility of a transfer student for participation in UIL activities.

**Appeals**

Any appeals shall be made in accordance with FNG and GF as appropriate.

DATE ISSUED: 8/24/2017  
LDU 2017.02  
FDA(LOCAL)-X

ADOPTED:

2 of 2