

Application for Transfer

School Year 2021-2022

Instructions: This form must be used for all student transfers, within the State of Texas, including hardship.
 This form must be submitted to the receiving district on or before April 3rd, prior to the year of transfer.
 The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form.

PLEASE LIST STUDENTS ON SEPARATE FORMS FOR EACH CAMPUS LEVEL FOR PRINCIPAL'S APPROVAL

Student's Name	Next Year Grade	Current School of Student's Residence		District attended prior year	Date Of Birth	SRISD Campus
		*Co-Dist No	Campus Name	*Co Dist No		

This section must be completed by parent or guardian.

I have been informed of the receiving district's policy concerning tuition charges, if any, for a transferred student whose grade is taught in the student's district of residence; and I accept responsibility for the payment of tuition.

Parent's (Guardian's) Name _____

Relationship to student _____

Address _____

Phone _____

City, State, Zip _____

Parent's (Guardian's) Signature _____

This section must be completed by the receiving district superintendent

Transfer request (circle one)

Approved

Denied

James D. Sanders

972-452-8823

Typed name of Receiving Superintendent

Date

Phone number

Signature

SRISD Transfer Application

SRISD POLICY FDA (LOCAL) – INTERDISTRICT TRANSFERS

Please initial beside each paragraph indicating you have read and understand this policy.

This form must be submitted to the receiving district on or before April 3rd, prior to the year of transfer.

_____ 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.

_____ A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

_____ A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for **one regular school year at a time**. (One regular school year is defined as August – June.)

_____ In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

_____ 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 District's rules and regulations may result in revocation of the transfer agreement.

_____ I have been informed of the receiving district's policy concerning tuition charges of \$250.00 per student, per school year, for a transferred student whose grade is taught in the student's district of residence: and I accept responsibility for the payment of tuition.

_____ I am aware that the transfer fee of \$250.00 per student, per school year, must be paid to the receiving district **on or before April 30th, prior to the year of transfer**, otherwise the applicant will not be accepted as a transfer student. If the student does not transfer to the receiving district, after paying the transfer fee, the amount paid will be reimbursed.

Required documents of applicants new to the district:

- _____ Letter by parent explaining reasons for transfer application
- _____ Letter of reference from Administrator of sending campus
- _____ Transcript/Report Card indicating academic performance
- _____ Attendance Records
- _____ Discipline Records
- _____ Complete contact and health information
- _____ Completed Transfer Application

Revocation of Transfer: Parents and students must assume responsibility for satisfactory academic progress, attendance, discipline and cooperation with the school staff while at the transfer school. The transfer may be revoked if the responsibilities stated above are not met.