

Application for Transfer

For 2017-2018

Requests for Transfer to Palestine ISD **must** be submitted prior to August 1 for each school year. Approval for student transfer is not automatic from year to year. The transfer approval requirements include students who have attended Palestine ISD schools.

The following reports from the previous school year must be submitted with this form:

* Attendance report * Academic report * Disciplinary report

Student's Name	SS#	Ethnic Code	Current Attendance Data Student's Residence		District Student Attended Prior Year		Grade	Campus Assigned in Receiving District
			Co. Dist. #	Campus #	Co. Dist. #			Campus #

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.

Name _____ Telephone # _____

Signed _____
Parent's (Guardian's) Signature

Street Address _____

City, State, Zip _____

YOU MUST LIST THE REASON(S) WHY YOU ARE REQUESTING A TRANSFER

This section must be completed by the receiving district superintendent:

The above transfer(s) was approved disapproved on this _____ day of _____ 20_____.

Typed Name of Receiving District Superintendent	Date	Telephone	Signature
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Palestine Independent School District

Nonresident Student Request to Transfer Into the District

1. Student's name: _____

2. Current address: _____

3. School district in which student resides: _____

4. Parent's name: _____

5. Parent's address: _____

Home phone: _____ Work phone: _____ Cell phone: _____

6. Reason for transfer request: _____

7. Is either parent employed by the Palestine ISD? () Yes () No

8. Has the student ever been enrolled in Palestine ISD? () Yes () No

9. Student's grade level for year of requested transfer: _____

10. Student's attendance record:

a. How many days was the student absent in the school year prior to the year for which a transfer is requested? _____

b. If this request is for a transfer during a school year, how many days has the student missed in the current school year? _____

c. If the student missed more than ten percent of the days in the school year, please provide an explanation: _____

11. Has the student been expelled or removed to a DAEP for one or more days in the most recent school year? () Yes () No

During the preceding year: () Yes () No

12. Please complete the Texas Education Agency's Application for Transfer form attached.

As a parent or person standing in the position of legal responsibility for the child named in this request, I acknowledge that I have received a copy of Palestine ISD's policies FDA (LEGAL) and FDA (LOCAL) and the Transfer Agreement that must be executed before the child is enrolled in the District. The information provided in this form is true and factual to the best of my knowledge, and I understand that if any of this information is ever found to be incorrect, this application may be denied or revoked.

Parent Signature _____

Date _____

Transfer Approved () Disapproved ()

Superintendent Signature _____

Date _____

Palestine Independent School District

Transfer Agreement

This Transfer Agreement establishes the terms and conditions for _____ (“student”) to attend the Palestine ISD public schools (“District”) as a transfer student for the _____ school year, although the student is a resident of the _____ ISD. The student’s parent or other person having lawful control of the student, _____ (“parent”), requests that the student be permitted to attend District schools in the _____ school year and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the current school year only. District approval of this transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year.
2. This transfer is approved for the named student only. District approval of this transfer creates no right or expectation that another student from the same family will be admitted as a transfer.
3. The student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the Student Code of Conduct, throughout the entire school year. Acceptable levels are defined as:
 - a. Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn the parent or the student of truancy proceedings under Education Code 25.095;
 - b. Compliance with the District’s rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than 2 referrals are made within any grading period for other misconduct.
4. In accordance with Board policy FDA(LOCAL), the Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance or compliance with District rules and regulations, including the Student Code of Conduct. Notice of revocation will be sent to the district of residence.
5. If this agreement is revoked, revocation ordinarily will be effective at the end of a semester; however, the Superintendent has discretion to revoke the transfer immediately if the student’s continued attendance threatens the safety of other students or teachers or will be detrimental to the educational process.
6. The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.
7. The student and parent acknowledge that eligibility of transfer students for participation in any UIL activity or other activities governed by UIL rules and regulations will be determined in accordance with UIL rules and regulations.
8. Except as modified by this transfer agreement, the student will be subject to all policies, regulations, rights, privileges, and responsibilities of enrollment in the District as if he or she resided in the District.

The District and the parent agree that this transfer agreement is the entire agreement controlling the admission and enrollment of the student in the District for the _____ school year.

Parent’s signature _____

Date _____

Superintendent’s signature _____

Date _____