

**APPLICATION for TRANSFER**  
**FY 2020-2021**

**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 may be used for all student transfers, within the State of Texas, including hardship. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form. For further information, contact the Division of Accreditation at (512) 463-9671.

<b>Student Name</b> <i>(include middle initial)</i>	<b>Student ID No.</b> <b>SS No.</b>	<b>Date of Birth</b>	<b>Ethnic Code</b>	<b>Sex</b> <i>(M or F)</i>	<b>Grade</b>	<b>Current Attendance Data</b> <b>Student's Residence School District</b>	<b>Prior Attendance Data</b> <b>School District Student Attended Prior School Year</b>

<b>Previous Transfer?</b>	<b>Yes</b>	<b>No</b>	<b>If yes, list school year(s)</b>
---------------------------	------------	-----------	------------------------------------

**This section must be filled out by parent or guardian:**

Parent Name *(please print)* \_\_\_\_\_ Signed \_\_\_\_\_  
Parent's (Guardian's) Signature

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

City, State, Zip \_\_\_\_\_ Email: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**This section must be completed by the receiving district superintendent:**

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

Name of Receiving District Superintendent **Jeff Kirby**      Date: \_\_\_\_\_      Signature: \_\_\_\_\_

**AUTHORITY**

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.

**TRANSFER REQUESTS**

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.

**SCREENING COMMITTEE**

A screening committee composed of the campus principals shall review transfer applications and recommend transfers to the Superintendent.

**FACTORS**

In approving transfers, the Superintendent and screening committee shall consider availability of space and instructional staff and the student's disciplinary history, including any criminal indictments or charges, attendance records and academic performance.

**TRANSFER AGREEMENTS**

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. In accordance with the District's innovation plan, the District is exempt from state law requiring transfers to be for a one-year period. Therefore, violation of the terms of the agreement may result in revocation of the agreement during the school year or may result in a transfer request not being approved the following year.

**TUITION**

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

**WAIVERS**

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]

**NONPAYMENT**

The District may initiate withdrawal of students whose tuition payments are delinquent.

**APPEALS**

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

I have read the **ADMISSIONS AND ATTENDANCE: INTERDISTRICT TRANSFERS (FDA LOCAL)** policy above and agree to its terms and conditions.

---

**Signature of Parent or Guardian**

---

**Date**

# INSTRUCTIONS FOR COMPLETING Application for Transfer Form: ACC-O41A

Form ACC-O41 A should be completed according to the column instructions listed below. This form should be completed in duplicate by the receiving district office. Use the *Texas School Directory* for county-district and campus numbers.

## Column Instructions

- **Student's Name**

Enter the student's name.

- **Student ID No. or SS No.**

Enter the student's school ID number or the social security number.

- **Date of Birth**

Enter the birthdate of student including month, day, and year.

- **Ethnic Code**

Enter the appropriate ethnic code using the following designations:

(1) = American Indian or Alaskan Native

(2) = Asian or Pacific Islander

(3) = Black, not Hispanic

(4) = Hispanic

(5) = White; not Hispanic

- **Sex**

Enter **M** for male and **F** for female

- **Grade**

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

- **Attendance Data (Current Year)**

Enter the current district of residence (district the student should be attending).

- **District Data (Prior Year)**

Enter the district the student attended (*prior* school year) .

- **Previous Transfer**

Check if student has ever been a transfer, and if the answer is yes, list the school years.

- **Reverse of Transfer Application**

### **ADMISSIONS AND ATTENDANCE: INTERDISTRICT TRANSFERS (FDA LOCAL)**

Read the policy. Parent or Guardian must agree to the terms and conditions and acknowledge this agreement.