



INSTRUCTIONS FOR COMPLETING  
Application for Transfer Form ACC-041A

Form ACC-041A should be completed according to the column instructions listed below. This form should be completed in duplicate by the receiving district office. For audit purposes, one copy should be retained by the receiving district office and one copy should be mailed to and retained by the sending district office. Use the *Texas School Directory* for county-district and campus numbers.

**Column Instructions**

**Student's Name**

Enter the student's name.

**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

**Attendance Data (Current Year)**

Enter the current county-district number and the campus number for the student (*current district of residence*).

**County-District Number (Prior Year)**

Enter the county-district number for the student (*prior school year*).

**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.

**Campus Number (Receiving District)**

Enter the campus number to which the student will be assigned in the receiving district during the next school year.

**McMullen County Independent School District**

P.O. Box 359 Tilden, Texas 78072-0359

Phone: (361) 274-2000 Fax: (361) 274-3580

Dear Parent:

In compliance with the McMullen County Independent School District Operating Policies, it becomes necessary, before your Request for Transfer of Students in our District will be considered, that you sign and return the original of this letter and the original of the attached application.

Please read the following policy carefully:

**SECTION F: STUDENTS, POLICY FDA, Admissions: Interdistrict Transfers**

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.

**Factors**

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

**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. Violation of the terms of the agreement 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.

DATE ISSUED: 8/4/14

UPDATED 100

FDA (LOCAL)-A

Parents of students transferring into McMullen County I.S.D. must sign and return this signed form along with the Transfer, prior to consideration of the transfer request.

I have fully read and fully understand the conditions set forth in Policy FDA of the Operating Policies as stated above and will abide by this article if my child is approved for transfer.

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN TO THE SUPERINTENDENT