

MISD Transfer Application

MISD POLICY FDA (LOCAL) – INTERDISTRICT TRANSFERS

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

- \_\_\_\_\_ 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, including those for student conduct and attendance, and that violation of the District’s rules and regulations may result in revocation of the transfer agreement.
- \_\_\_\_\_ The effective date of the revocation shall be set in accordance with the written transfer agreement. Written notification of any transfer revocation shall be sent to the school district of residence.
- \_\_\_\_\_ In the Purpose section of the Transfer form, if they are transferring from a PEG district/campus they must state they are moving from a low performing district/campus and list name.

**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 by the principal if the responsibilities stated above are not met.

**Application for Transfer**

**School Year 2017 - 2018**

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. 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	Ethnic Code	Current School of Student's Residence		District attended prior year	Current Grade	MISD Campus
		*Co-Dist No	Campus Name	*Co Dist No		

**This section must be completed by parent or guardian.**

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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

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/Guardian signature

\_\_\_\_\_  
Date

**This section must be completed by the MISD campus level principal**

MISD Campus \_\_\_\_\_ Name of Campus Principal \_\_\_\_\_

- Availability of space at MISD campus.
- Attendance record at previous school checked.
- Discipline record at previous school checked.,

Transfer request (circle one)

**APPROVED**

**DENIED**

Send copies of completed application and all supporting documentation to the Superintendent's office.

**RANDY PERRY** \_\_\_\_\_  
Typed name of Receiving Superintendent      Date

**903 489-1152** \_\_\_\_\_  
Phone Number      Signature

\*County-District # of Local Districts  
107-901 Athens      107-904 Cross Roads  
107-905 Eustace      107-907 Trinidad  
129-904 Kemp      129-905 Mabank

**Application along with attendance and discipline record must be submitted to campus transferring to.**