

**APPLICATION FOR TRANSFER**  
**For the 2019-2020 Academic School Year**

**Authority for Data Collection:** Civil Action 5281, Section A  
**Planned Use of the Data:** Administration of the transfer laws, rules and regulations.  
**Instructions:** This form must be used for all student transfers, within the State of Texas, including hardship. Column instructions can be found on the reverse side of the form. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form. For further information, contact the Division of Equal Education Opportunity at (512) 4639671.

Student's Name			Student's ID Number SS#/ID#	Student in District Last Year		Ethnic Code	Sending Co. District Number	Date of Birth	Student's Grade Level 2019-2020	Receiving Campus No.
Last	First	Mi		Yes	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.

Signed \_\_\_\_\_  
Parent's (Guardian's) Signature

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

City, State, Zip \_\_\_\_\_ Telephone # \_\_\_\_\_ Date: \_\_\_\_\_

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

**APPROVED**

The above transfer(s) was \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**DISAPPROVED**

\_\_\_\_\_  
**David Russell, SUPERINTENDENT**  
936-564-2681

**CENTRAL HEIGHTS INDEPENDENT SCHOOL DISTRICT  
TRANSFER APPLICATION  
2019-2020**

The Board reserves the right to accept or reject any nonresident transfer student for admission to District schools. A student wishing to transfer into the District shall file an application for transfer with the Superintendent or designee by May 31 prior to the school year for which the transfer is requested. A child of a nonresident full-time District employee shall be eligible to attend District schools under the same conditions as a resident student.

In determining whether a student shall be permitted to enroll in District schools, the Board shall consider the following factors:

1. The grade level of the student seeking admission and the effect of additional students at the grade level on class size, staffing, and facilities.
2. The disciplinary and criminal record of the student seeking admission.
3. The attendance record of the student seeking admission.
4. The academic record of the student seeking admission.
5. Any additional factor not prohibited by law as deemed relevant by the Board.

No student shall be allowed to transfer into the District if he or she has incurred a disciplinary alternative education placement (DAEP) or has been suspended or expelled for one or more days during the most recent school year. Recurring or persistent disciplinary problems may be sufficient reason for rejection of a transfer request. A student shall not be allowed to transfer into the District if his or her attendance records for the most current school year indicate less than 90 percent attendance.

**General Information:**

1. The Superintendent based upon the transfer committee's recommendation must approve all transfers.
2. Tuition fees will be \$800 a year for each child, not to exceed \$3,000 per year for a family.
3. Tuition fees must be paid in advance for the year unless the superintendent has approved other arrangements. Checks should be made to Central Heights I.S.D.
4. If a transfer is revoked, transfer fee is not refundable.
5. Fees will not be refunded for students withdrawn before the end of the year.
6. Transfer may be revoked by the Superintendent's Office at any time for good cause.
7. No transfers, including children of full time employees, will be accepted in Pre-K.
8. CHISD will transfer students to maintain a 22:1 teacher pupil ratio.
9. The parent for out of district transfers must provide transportation.
10. Special needs students are required to have a planning meeting prior to transfer.
11. Transfers will be accepted in grades K-12.
12. Transfers will be subject to random drug testing.

## **CHISD Transfer Application Procedure**

1. **Complete** the (1) Transfer Agreement, (2) TEA Transfer Application, and (3) Central Heights ISD Application for Transfer and return to the Superintendent's Office. In addition, provide CHISD with a copy of your student's attendance record, report card, and disciplinary information from the previous school attended. **Incomplete applications will not be considered.**
2. The transfer committee will inform the Superintendent if application is recommended for approval. The Superintendent will make final approval and sign transfer agreement.
3. Parents will be notified of approval and amount of transfer fee. Transfer fee must be paid before the deadline which will be stated in the acceptance letter.

## **CHISD Admission Procedures:**

1. Children of employees will be considered first.
2. Students who have siblings which currently attend CHISD will be the second group of students to be considered.
3. Families who intend to transfer all of their children into the district simultaneously will be the third group considered.
4. Students from another school district will be the fourth group of students to be considered.
5. CHISD will accept applications for transfer between April 1 and May 31.
6. Acceptance letters will be mailed by the middle of June.

**CENTRAL HEIGHTS I.S.D.  
NON-RESIDENT TRANSFER AGREEMENT**

This is an agreement concerning the transfer of \_\_\_\_\_ (Student), a nonresident, into the Central Heights Independent School District (CHISD or "the District"). The agreement is entered by \_\_\_\_\_ (Parent), on behalf of the student, and David Russell (Superintendent), on behalf of the District.

The agreement is effective only after being signed by the parent, and the Superintendent of the District.

**Recitals**

- 1.1 Nonresident status. Neither Parent nor Student is a resident of CHISD. Student desires to enroll in CHISD. Parent agrees to pay the tuition set by CHISD in order for Student to attend school in the District.
- 1.2 Application only. The Parent's signature below constitutes an application for transfer of the Student. No transfer is effective until the Superintendent's signature appears on this document.
- 1.3 Transfer criteria. Transfer applications are considered on an individual basis without regard to sex, race, national origin, color, religion, disability, or ancestral language. In making decisions, the Superintendent may consider Student's attendance and disciplinary history, as well as the District's class sizes, available resources, and any potential effect on resident students.
- 1.4 UIL. Parent acknowledges that the constitution or rules of the University Interscholastic League (UIL) may require the District to exclude the Student from participating in certain extracurricular interscholastic competitions.
- 1.5 GT program. Parent acknowledges that CHISD policy EHBB (LOCAL) makes placement of a transfer student in the District's gifted and talented program contingent upon a review of records, observation reports, and re-testing.
- 1.6 Consent to release of records. The Parent's signature below constitutes a consent by the parent for CHISD officials to obtain and review, for the purpose of the application for transfer, copies of the Student's records maintained by any school district in which the Student has been enrolled, including the district in which the student is currently enrolled, if any.

**Mutual Promises:**

- 1 No property interest. Parent and Student acknowledge that because the Student is not a resident of CHISD, any right of the Student to become or remain enrolled or to receive any educational services is based on this agreement and not on residence, state eligibility criteria, or entitlement provided by law. This agreement does not create any property interest in favor of the Student to become or remain enrolled in the CHISD.

- 2 Tuition. The annual tuition amount to be paid by Parent is \$800 per year for each child, not to exceed \$3,000 per year for each family. Policies FDA (LOCAL) and FDA (LEGAL) govern possible fee waivers and exceptions. District acknowledges receipt of \$\_\_\_\_\_ paid by Parent and accompanying this application. Parent agrees to pay any unpaid tuition on or before the first day of any applicable semester. Parent acknowledges that certain fees, as permitted by policy FP (LEGAL), which are not included in the tuition amount, may be required for participation in certain activities.
- 3 Parent's right to cancel. The parent may cancel this agreement by giving 30 days written notice to the Superintendent or by becoming a resident of CHISD. In case of cancellation, the District will not refund any pre-paid tuition.
- 4 Revocation for nonpayment. The District may revoke this agreement for nonpayment of tuition by giving 30 days prior written notice to the parent.
- 5 Revocation. The District may immediately revoke this agreement for any lawful reason and provide reasonable notification to Parent. Lawful reasons include, without limitation, notification by an agency of the state or federal government that the transfer contemplated by this agreement is not authorized by law, or any disciplinary infraction or condition for which this agreement permits revocation.
- 6 Superseding law. The District may revoke this agreement if it receives notice from the Texas Education Agency or from any court of competent jurisdiction that the transfer the subject of this agreement is in violation of Civic Order 5281 (pertaining to state-wide desegregation plan) or other law regulating discrimination on the basis of race, ethnicity, or national origin. The District may revoke this agreement if any of its terms become unlawful by act of the Texas Legislature.
- 7 Rights and duties. Except as provided by this agreement, the non-resident Parent and Student possess all rights and agree to perform all duties provided by law and policy for resident parents and students.
- 8 Student behavior. Students who transfer into the District must follow all rules and regulations of the District, including those for student conduct and attendance. Failure to fulfill these responsibilities may result in revocation of the transfer agreement. Students and parents shall receive notice of this policy upon application for a transfer. At the Superintendent's discretion, in consultation with the campus Principal, any conduct by the Student that could result in a discretionary AEP removal may also result in revocation of this agreement.
- 9 Additional conditions. This section does not limit the provisions in this agreement concerning disciplinary infractions. Because an inter-district transfer is a privilege rather than a right, the agreement may be revoked for any of the following reasons, without limitation:
  - a) The student has failed a random drug test.
  - b) The student's attendance has fallen below ninety five percent in any semester.
  - c) The student has earned repeated failing grades in any class.
  - d) The student has engaged in repeated minor violations of the Student Code of Conduct.
  - e) The student has engaged in any gang-related activity.
  - f) The student has engaged repeatedly in behavior that hinders the learning of other students.
  - g) The student has engaged in conduct that is disruptive to the educational process of the District.
  - h) The student's vaccination record becomes out of compliance with state law.
  - i) A District administrator determines that a false statement has been made in any part of this application.
  - j) The student has withdrawn from CHISD for any period of time or has enrolled in another public or private school.

Upon the occurrence of any of the listed circumstances, the Superintendent shall, before making a decision, receive the recommendation of the campus Principal concerning the status of the transfer. If the transfer is revoked, the District will notify the Parent and the Student's school district of residence. If Parent or Student disagrees with the decision of the Superintendent, an appeal before the Board may be requested in writing and delivered to the Superintendent, who will schedule a hearing at a regular meeting of the Board. Except in cases in which the Principal has ordered expulsion or any discipline-related removal of the Student, the Student will be allowed to remain as a District student until the Board has rendered its decision.

- 10 Re-enrollment. The parent agrees that, in the event of revocation, the student will be immediately enrolled in the district of residence, another public school, or a private school that meets the curriculum requirements of state law.
- 11 Duration of the agreement. Unless canceled or revoked by its terms, the agreement applies for one academic school year, the year of 2019-2020.

I have read the Central Heights ISD policies for student transfers and agree to abide by said policies in order to transfer my child/children to Central Heights ISD for the 2019-2020 school year.

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Printed Name of Parent/Guardian Daytime/Evening Phone #

\_\_\_\_\_  
Signature of Student Grade Level

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Superintendent Date

**Return this agreement and the application for transfer to the Superintendent's Office.**

**CENTRAL HEIGHTS I.S.D.**  
**APPLICATION FOR STUDENT TRANSFER**  
**2019-2020**

**Section A: General Information**

**Date of Application:** \_\_\_\_\_

Student's Name \_\_\_\_\_

Grade Level (2019-2020): \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

\_\_\_\_\_  
Name and Address of Parent(s) or Guardian Completing Application:

\_\_\_\_\_  
Daytime and Home Telephone Numbers of Parent(s) or Guardian(s):

**Section B: Eligibility Status**

Indicate the status under which the Student is eligible.

\_\_\_\_\_ Parent works in Central Heights I.S.D.

\_\_\_\_\_ Student is not a resident of Central Heights I.S.D. and wishes to attend.

\_\_\_\_\_ Student is a sibling of another Central Heights I.S.D. student.

\_\_\_\_\_ Student is currently a transfer student at Central Heights I.S.D.

**Section C: Student Information**

The student is currently enrolled in:

\_\_\_\_\_ Public school. Please give the district and phone number \_\_\_\_\_

\_\_\_\_\_ Private school. Please give the district and phone number \_\_\_\_\_

\_\_\_\_\_ Parochial or home school.

\_\_\_\_\_ Charter school or academy.

Through which grade (PK-12) has the Student successfully completed his/her education?

\_\_\_\_\_

Has the Student engaged in conduct or misbehavior within the preceding year that has resulted in removal to an alternative education program (AEP), a disciplinary assignment outside the regular classroom, suspensions or expulsion from any school district, charter school, private or parochial school, or academy? **YES / NO**  
If yes, please specify school and disciplinary placement. \_\_\_\_\_

\_\_\_\_\_  
Reason for Removal:

Duration of Removal: \_\_\_\_\_

Is the Student on probation, conditional release, or informal adjudication from a juvenile court for engaging in delinquent conduct or conduct in need of supervision? **YES / NO**

Is the Student on probation or other conditional release for conviction of a criminal offense? **YES / NO**

Has any official, administrator, or director of the school from which the Student is transferring communicated to you that the Student would not be permitted to return to the school the following academic year? **YES / NO**

If yes, what reason was given? \_\_\_\_\_

Are state-required vaccinations of the student complete and current? **YES / NO**

*If yes, please submit a copy of the vaccination record(s) within 30 days of your application.*

**Section D: Affirmation**

**I understand that making a false statement in this document or any other document for the purpose of school enrollment is a criminal offense under Section 37.10 of the Texas Penal Code and could subject me to imprisonment for up to two years and/or a fine up to \$10,000. I further understand that enrollment of a child under false documents is a violation of Section 25.001 of the Texas Education Code and subjects me to liability under Texas law for the greater of these amounts: the maximum tuition permitted by law or the cost per student budgeted by the District for maintenance and operating expenses.**

\_\_\_\_\_  
**SIGNED (PARENT OR LEGAL GUARDIAN)**

\_\_\_\_\_  
**DATE**

**TO BE COMPLETED BY THE DISTRICT:**

**The above student is eligible for transfer.**

**The above student is not eligible for transfer.**

\_\_\_\_\_  
**ADMINISTRATIVE SIGNATURE/DATE**



## **STUDENT TRANSFER POLICY FAQs**

### **Q. Does Central Heights Independent School District accept out-of-district transfers?**

A. Yes, we accept transfers depending upon space availability and entrance criteria.

### **Q. Is there a fee to transfer to Central Heights Independent School District?**

A. Yes. A transfer fee of \$800 per child is required, not to exceed \$3000 for a family.

### **Q. How do I know if there is space available for my child?**

A. Depending upon the grade level, we may not be able to approve transfers until mid-summer or later. We will begin taking applications for the upcoming year in April.

### **Q. Are you saying some students might not be approved until after school starts?**

A. Yes, traditionally a few students that are "in-district" return late due to varying circumstances - we may find it necessary to defer or delay acceptance to be certain capacity exists.

### **Q. What are the entrance requirements for a student to be eligible for transfer?**

A. The transfer committee will review each student's attendance, grades, behavior, and academic performance. If all these criteria are within or above standard range, a student will be placed on a list and will be admitted on a space is available basis.

### **Q. What if I need to know *now* or before this school year ends whether my child's application for transfer is accepted?**

A. We wish we could be more definite at an earlier date, but due to constraints beyond our control - we cannot provide early notifications. We recommend that each family seek many solutions for transfer applying to several surrounding districts in order to increase odds of transfer approval at one or more districts.

### **Q. If a class or grade is closed to transfers is there a possibility that it will reopen?**

A. Applications remain on file for one calendar year. If seats open up in a grade level then the possibility does exist that we will accept transfers for that grade.

### **Q. Are there reasons a transfer may be revoked?**

A. Because we are a very small district, our resources are limited. For students who are out of district, we cannot continue to provide services for students who:

- \* Require extended disciplinary action
- \* Have excessive absences/tardies/early check outs
- \* Demonstrate poor academic progress despite being afforded standard remediation

After a good faith effort to assist students who are struggling behaviorally, academically, and/or in attendance, the district reserves the right to revoke a student's transfer in order to better serve the needs of the students in district, a responsibility assigned by the taxpayers of the district.

### **Q. My child can be challenging and the teachers and/or administrators at his/her school don't understand him/her. Is it your experience that the small school environment helps children like my child?**

A. No. A child who struggles in one school struggles at Central Heights as well. A child who is not understood by staff at his/her current school will be *no more likely* to be understood by staff at Central Heights I.S.D. Moving a child around from district to district generally makes the struggle worse for the child. More often than not the child who struggles with behavior will be more noticeable and encounter increased difficulty due to the school's size.

### **Q. How do I apply for a transfer for my child?**

A. Follow the links listed above, complete the application, and mail or bring the application to the administration office.