

EDGEWOOD ISD

Application for Student Transfer

Thank you for requesting a transfer application for your student(s). We are pleased to offer an excellent education at Edgewood ISD and including your child(ren) in this offering.

Edgewood ISD local policy FDA authorizes the Superintendent or designee to accept or reject any nonresident student transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language. A nonresident student wishing to transfer into Edgewood ISD shall file an application for transfer each school year with the Superintendent of Schools.

Conditions of Out-of-District Transfers:

1. All out of district transfers are approved for a period of one school year. Each transfer is evaluated considering program issues, building capacity, current enrollment, growth projections, teacher assignments (allocation or removal), class sizes and the student's academic progress, attendance, discipline history and parental cooperation.
2. All out of district transfer requests must receive the approval of the receiving school principal or designee. A new transfer form is required for each sibling, whether they attend the same campus or not.
3. School bus transportation is **NOT** provided to transfer students. The school principal will **revoke** a transfer and return the student to the home school if there are excessive absences, tardies, does not maintain a passing academic history, if the student violates the student code of conduct and/or if there is a lack of parental cooperation.
4. Transfer request forms may be copied and printed from the District website or picked up from the campus the student wishes to attend.
5. Transfer applications for students **new** to the district will not be accepted by district personnel until the following forms of documentation from the previous and current school year are provided:
 - Student discipline record
 - Attendance/Tardy history
 - Most recent report card
 - Most recent STAAR scores for the student(s)
 - High School transcripts (if applicable) indicating credit earned from last school attended
6. The application and all required documentation must be submitted together on or before the last Friday in May to the campus the student wishes to attend.
7. Notice of transfer acceptance or denial will occur the last week of June.

Timeline for Transfer Applications:

March	Transfer applications may be submitted for next school year
Last Friday in May	Deadline for transfer applications to be returned to campuses
Third week of June	Campus recommendations presented to EISD Board of Board of Trustees
Last week of June	Appeal/Denial notifications will be sent in the mail

Applications with INCOMPLETE documentation will not be considered.

EDGEWOOD INDEPENDENT SCHOOL DISTRICT

Application for Student Transfer

Date Application Received: _____

Section A: General Information

Name of Student: _____ Current Grade: _____

Date of Birth: _____ Age: _____ Social Security #: _____

Name of Parent/Guardian: _____

Address: _____ City: _____

Daytime phone number _____ Cell: _____

Name of Sibling Transfer and Grade: _____

Section B: Eligibility Status

Indicate with a check the status under which the student is eligible:

_____ Parent is an employee of EISD

_____ Student is not a resident of EISD and wishes to attend

_____ Student is currently a transfer at EISD

Section C: Student Information

The student is currently enrolled in:

_____ Public school. Please give the district name and phone number

_____ Private School. Please give the school name and number

_____ Charter School or Academy. Please provide the district name and number

_____ Home school

District: _____ Phone number: _____

Section D: Acknowledgement of Application

Signature of Parent/Guardian: _____ Date: _____

Signature of Principal: _____ Date: _____

This section must be completed by the receiving district superintendent:

The above transfer(s) was APPROVED on this _____ day of _____ 20_____
DISAPPROVED

Superintendent Signature

Edgewood ISD (903)896-4332

Typed name of Receiving District Telephone

Original will be kept on file in the Central Office.