EISD Application for Out-of-District Student Transfer

As of April, 2018, Edgewood ISD will be implementing an out-of-district student transfer request application fee. This application fee will be assessed per child as outlined below. Transfer request application fees will be assessed annually, are non-refundable, and are due in full at the time of application submittal. <u>Fees are $50 for the first child and $25 for each child thereafter with a maximum single immediate family transfer request application fee not to exceed $200.00</u>:

1 child	$50	5 children	$150
2 children	$75	6 children	$175
3 children	$100	7 or more	$200
4 children	$125		

> **PLEASE MAKE CHECKS PAYABLE TO EDGEWOOD ISD**

Application Process:
- **Print Application and complete in full for each child requesting transfer into Edgewood ISD**
- **Compile all required documentation as outlined below**
- **Return 1) completed transfer request form, 2) required documentation, and 3) appropriate transfer request application fee to your child's respective campus prior to established deadlines. Fees paid to one campus for multiple children from one household.**

Edgewood ISD local policy FDA authorizes the school district 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. Out of district transfer requests are approved for a period of one school year. Each transfer request will be annually evaluated considering program issues, building capacity, current enrollment, growth projections, teacher assignments (allocation or removal), class sizes, and the requesting 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 each year, 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 application requests for students <u>new</u> 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 transfer request application, all required documentation, and full payment of appropriate application fees must be submitted together on or before the last Friday in May to the Edgewood ISD Central Administration Offices. Student Transfer Application Fees will be non-refundable.

7. Notice of transfer acceptance or denial will mailed out by the last week in June prior to the school year the student is requesting to attend.

Timeline for Transfer Applications:

April	Transfer applications may be submitted for next school year
Last Friday in May	Submittal deadline for transfer request documents and application fee
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 and without fee payment will not be considered.

EDGEWOOD INDEPENDENT SCHOOL DISTRICT
Application for Out-of-District Student Transfer

Date Application Received: _____

Section A: **General Information** (Please print)

Name of Student: _____ Grade for next school year: _____

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

Name of Parent/Guardian: _____

Address: _____ City: _____

Daytime phone number_____ Cell: _____

Name of school and school district currently attending _____

Name(s) of additional sibling(s) requesting transfer and grade he/she will be enrolling:

_____   _____

_____   _____

_____   _____

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 is requesting to attend EISD schools next school year

_____ Student is currently an approved out-of-district transfer student and wishes to return to EISD next school year

Section C: **Student Information**

The student is currently enrolled in:

_____ Public school. Please give the district name and appropriate campus phone number
_____ Private School. Please give the school name and number
_____ Charter School or Academy. Please provide the district name and number
_____ Home school

Current District: _____   Current Campus Phone Number:_____

Section D: **Acknowledgement of Out of District Transfer Request 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 Application will be kept on file in Central Administration

To be completed by Central Office:

FEE: Amount paid_____ Check Number: _____ Cash: _____