

**Randolph Field ISD**  
**2019-2020 Student Transfer**  
**Procedures Questions? Please call**  
**(210)357-2377**

- A. **2019-2020** transfer applications will be accepted by fax (210)357-2469 or e-mail ([transfers@rfisd.net](mailto:transfers@rfisd.net)) starting at 8:00 a.m. May 1, 2019. Starting May 2, 2019, applications will be accepted in the Superintendent's Office, faxed to (210) 357-2469, sent by email ([transfers@rfisd.net](mailto:transfers@rfisd.net)); or mailed to P.O. Box 2217, Universal City, TX 78148.
- B. Each application will be stamped with the date and time it is received. **Applications arriving before 8:00 a.m. on May 1, 2019 will be time stamped at 4:00 pm.** *All incomplete applications will be denied or placed on hold until required documentation is provided.*
- C. Letters to notify status of acceptance/placed, denial or acceptance/waiting list will be e-mailed no later than the close of business on the last Friday of June. (E-mail address MUST be provided and legible)
- D. A separate application must be completed for each student requesting transfer into the district. No consideration will be provided for siblings in attendance in the district or transferring into the district. Each student will be considered separately.
- E. Each application must provide:
1. Documentation of active duty
  2. Documentation of retired status (retiree orders or DD 214)
  3. A copy of the most current grade report information for the student applying to enroll in the district, an attendance record and conduct grades must be included.
  4. All documents relating to the student's disciplinary record. (suspensions, expulsions, more than three detentions during the current school year, record showing no disciplinary action)
  5. High school student's grades 10, 11 and 12 must submit a copy of their most recent transcript.
  6. A copy of the most recent IEP (if applicable), most recent 504 plan (if applicable) and/or most recent Language Proficiency Assessment Committee (LPAC) recommendations.
  7. Accountability and/or Achievement test results. (state or standardized)
- F. No application will be approved for a student which would require additional staff to be employed by the district.
- G. Transfer applications will not be approved for Pre-K students. Pre-K students who become non-resident students during the school year will withdraw from school at the end of the week in which they move off base.
- H. No application will be approved for a student unless the District has adequate space at the grade level requested. After class size limits are reached, completed applications will be considered as space becomes available based on the same criteria as the initial selections. Approved applications will be placed on the District waiting list.

- I. The decision of the superintendent to accept or reject the application for attendance in the Randolph Field ISD schools will be based on the time and date of the application and consideration of student grades, attendance, state or standardized testing results, disciplinary history, class sizes, available resources, and any potential adverse effect on resident students. The Superintendent of Schools is authorized to accept or reject transfer requests, provided that such action is without regard to gender, race, national origin, religion, disability, or ancestral language.
- J. Students residing in billeting or temporary housing on Randolph Air Force Base live in the district and as such are eligible to attend RFISD schools. RFISD will not consider a student a resident student until they are assigned to and/or move into permanent base housing. If a student is enrolled in a RFISD school while living in temporary housing and then moves off base, they will be required to fill out a transfer application and will be allowed to continue in the school if the transfer application is approved and the student is next on the District transfer waiting list for approved transfer applications.
- K. A specific date will be established by which all transfer decisions will be delayed until the registration process has been completed. Should there be additional spaces available after registration has been completed students may be accepted for enrollment from the District transfer waiting list based on the same criteria used for the initial transfer acceptances. All applicants must supply the most recent report card, state or standardized testing results, most recent copy of the High School Transcript (if applicable), most recent copy of the IEP (if applicable) and/or most recent copy of the 504 plan (if applicable) before consideration of approval by the Superintendent for a student on the District transfer waiting list.
- L. For the transfer application to be approved, the parent/guardian must sign the Application for Transfer, constituting acceptance of the terms of the agreement. Transfers are not approved and the terms of the agreement are not effective until signed by the Superintendent. Presenting false information or false records for identification is a criminal offense under Penal Code 37.10. Enrolling a student using false documents or false information or omitting information shall result in immediate revocation of a student transfer.

RANDOLPH FIELD INDEPENDENT SCHOOL DISTRICT

(210) 357-2300 – FAX (210) 357-2469

APPLICATION FOR TRANSFER – FY 2019-2020

**\*\*ALL FIELDS ARE MANDATORY, INCOMPLETE APPLICATIONS WILL BE DENIED\*\***

This application is to be completed by the parent/guardian requesting a transfer. This application must be fully completed for the transfer to be considered and all documents must be submitted to the Office of the Superintendent within the designated time frame. Any falsification or omission of information shall cause this application to be denied and/or revoked. In addition, falsification of documents of record is a criminal offense under Section 37.10, Penal Code, and subjects the person to revocation of the transfer agreement under Section 25.001 (h), Texas Education Code.

\*\*\*\*\*

Child's Name \_\_\_\_\_ Child's Address \_\_\_\_\_

\_\_\_\_\_ Has your child ever been retained? Yes No Yes - What grade level \_\_\_\_\_

Child's Birthdate \_\_\_\_\_ Child's Grade (2019-2020) \_\_\_\_\_

Home Phone \_\_\_\_\_ Parent #1 cell Phone \_\_\_\_\_ Parent #2 cell phone \_\_\_\_\_ Email (acceptance letters will be emailed) \_\_\_\_\_

If your child went to school where they live what district and campus would they attend?

District Name \_\_\_\_\_ Campus Name \_\_\_\_\_

Is your child currently enrolled in RFISD? Yes No Has your child ever been enrolled in RFISD? Yes No

Does your child receive Special Services? Yes No (check services & attach supporting documentation)

504 ESL BIL DYSLEXIA SPEECH G/T SPECIAL EDUCATION \_\_\_\_\_ (Initial)

\*\*\*\*\*

Are you Active Duty, Reserves or Guard? Yes No (Yes - attach most current orders)

What is your Rank, Branch, & Projected Retirement Date? \_\_\_\_\_

Mandatory field, includes officers

Are you currently Retired? Yes No

Are you a DOD/Federal (civilian) employee? Yes No (Yes – Please provide name & physical address of your employer)

Name of Employer \_\_\_\_\_ Physical Address of Employer \_\_\_\_\_

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**TRANSFER AGREEMENT - I have read Randolph Field ISD board policy FDA (LOCAL) concerning transfers AND have read the Transfer Agreement. Per my signature below I certify that I understand and agree to its contents.**

Parent/Guardian Name \_\_\_\_\_

Please print

The Parent/Guardian understands and accepts the conditions of this agreement. \_\_\_\_\_

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

The Student understands and accepts the conditions of this agreement. \_\_\_\_\_

Signature of Student (3<sup>rd</sup> grade and above) \_\_\_\_\_ Date \_\_\_\_\_

Principal Recommendation for **Current RFISD** Student \_\_\_approve \_\_\_deny (Attach a copy of report card ONLY if denied)

Comment \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The above transfer was APPROVED on \_\_\_\_\_.

The above transfer was DENIED on \_\_\_\_\_.

\_\_\_\_\_  
Lance Johnson, Superintendent, Randolph Field Independent School District

Updated 2/19/2019

**Randolph Field Independent School District**  
**P.O. Box 2217**  
**Universal City, TX 78148-1217**  
[www.rfisd.net](http://www.rfisd.net)

**Lance Johnson, Superintendent 210-357-2300**

Your interest in having your student attend the schools of Randolph Field ISD as a transfer student is appreciated. To ensure that this process is successful please complete the following checklist and SUBMIT with the application. If you have any questions please call (210)357-2377. Thank you.

- \_\_\_\_\_ I am Active Duty, Reserves or Guard and have attached a copy of the most current orders.
- \_\_\_\_\_ I have given my Projected Retirement Date. This is a mandatory field and it includes officers. Applications without projected retirement dates will be placed on hold.
- \_\_\_\_\_ I have provided the district name and campus name of the school my child would attend, if he/she went to school where we live.
- \_\_\_\_\_ I am a Civilian DOD Employee and have included the name or department and physical address of my employer.
- \_\_\_\_\_ I am a Retiree and have attached a copy of my retirement orders or DD 214.
- \_\_\_\_\_ (All Students) I have read Randolph Field ISD Board Policy FDA (LOCAL) concerning transfer students.
- \_\_\_\_\_ (All Students) I have read and understand the Transfer Procedures for student transfers.
- \_\_\_\_\_ (All Students) I have read the instructions for completing the transfer application and agreement.
- \_\_\_\_\_ (All Students) I have completed the application with applicable information.
- \_\_\_\_\_ (All Students) I have signed the application and agreement page, and my child has signed the application and agreement page. (3<sup>rd</sup> grade and above).
- \_\_\_\_\_ (New Students) I have attached a copy of the most current cumulative report card, attendance, conduct information, state/standardized test results, and disciplinary report. (If no disciplinary report available, please initial in the appropriate area below)
  - \_\_\_\_\_ I certify that my child has had no serious disciplinary infractions that would result in suspension, expulsion, or alternative disciplinary placement.
  - \_\_\_\_\_ I certify that my child has had the following serious disciplinary infraction(s).
- \_\_\_\_\_ (New Students) I have included the most recent High School transcript for 10<sup>th</sup> grade and above.
- \_\_\_\_\_ (New Students) My child receives special services, I've submitted the most current Full Individual Evaluation/Special Education Plan (if applicable), most current 504 plan (if applicable) and/or the most current Language Proficiency Assessment Committee Plan recommendations (if applicable).
- \_\_\_\_\_ (All Students) I understand that all incomplete applications will be placed on hold.
- \_\_\_\_\_ (All Students) **I understand any falsification or omission of information shall cause this application to be denied and/or revoked.**

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

\_\_\_\_\_  
Date

**Randolph Field Independent School District**  
***Non-Resident Student TRANSFER AGREEMENT School Year 2019-2020***

**Recitals and definitions:**

- 1.1 Neither Parent/Guardian nor Student is a resident of RANDOLPH FIELD INDEPENDENT SCHOOL DISTRICT. Student desires to enroll as a student in the RANDOLPH FIELD INDEPENDENT SCHOOL DISTRICT.
- 1.2 Parent/Guardian acknowledges that the constitution or rules of the University Interscholastic League may require the District to exclude the Student from participating in certain extracurricular interscholastic competitions.
- 1.3 “Cause” includes, without limitation, notification to the District 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 by the Student which under this agreement permits revocation.
- 1.4 Transfer criteria. Transfer applications are considered on an individual basis without regard to gender, race, national origin, religion, disability, or ancestral language. In making transfer decisions, the Superintendent may consider grades, state assessment test scores, attendance, disciplinary history, class sizes, available resources, and any potential adverse effect on resident students. No application will be approved for a student which would require additional staff to be employed by the district.
- 1.5 The Parent/Guardian’s signature constitutes an application for transfer of the Student. No transfer is granted until the Superintendent’s signature appears on this document.

**Mutual Promises:**

- 2.1 No property interest created: Parent/Guardian and Student acknowledge that because the Student is not a resident of RANDOLPH FIELD INDEPENDENT SCHOOL DISTRICT, any right of the Student to become or remain enrolled or to receive any educational services is based on this agreement rather than on residence or on state eligibility criteria or any federal or state property interest. This agreement does not create any property interest in favor of the student in becoming or remaining enrolled in any District school. This agreement does not create any enforceable interest beyond its termination or revocation.
- 2.2 Student behavior and discipline: The Parent/Guardian and the Student understand that the Student is required to comply with the same behavioral expectations as those required of resident students, and that those expectations are communicated through student handbooks, classroom rules, the Student Code of Conduct, and the directives of teachers and administrators. The continued effectiveness of this agreement is conditioned upon the Student’s compliance with the expectations imposed through the communications described in this paragraph, and both the Student and the Parent/Guardian acknowledge receiving and reading a copy of the District’s Student Code of Conduct.

This agreement supersedes any representations made through any student handbook, posted rules, Student Code of Conduct, or Board Policy concerning procedures for student discipline investigations, the providing of due process, and the administration of any sanctions. The processes described in the Student Code of Conduct apply only to students who are residents of the District. No promises concerning investigation, due process, or consequences that may be contained in rules, handbooks, or information distributed to the student body concerning student discipline matters shall become a part of this agreement.

- 2.3 Duration of the agreement: Unless canceled or revoked by its terms or for cause, this agreement applies to the **2019-2020** academic year, and will expire on the last day of that academic year. This agreement creates no interest of right to attend school in the RANDOLPH FIELD INDEPENDENT SCHOOL DISTRICT beyond the date of its expiration, cancellation, or revocation for cause.
- 2.4 Parent/Guardian’s right to cancel: The Parent/Guardian may cancel this agreement by giving thirty (30) days written notice to the Superintendent or by becoming a resident of RANDOLPH FIELD INDEPENDENT SCHOOL DISTRICT.

- 2.5 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 Civil Order 5281 (pertaining to state-wide desegregation plan) or other law regulating discrimination on the basis of race, ethnicity, or national origin.
- 2.6 Status of non-resident student: Except as provided by this agreement, the non-resident Parent/Guardian and Student possess all rights and are held to all duties provided by law and policy for resident parent/guardians and students.
- 2.7 Disciplinary infractions: Any conduct by the Student that would result in a mandatory assignment to an AEP or expulsion for a resident student or that constitutes “serious” misconduct under the District’s Student Code of Conduct shall result in revocation of this agreement. 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 result in revocation of this agreement.
- 2.8 **Additional Conditions:** This section does not limit the agreements in the section entitled “Disciplinary Infractions.” Because an inter-district transfer is a privilege rather than a right, the continued education of the non-resident student is subject to these conditions and may be revoked upon any of the following occurrences:
- a. The student’s attendance falls below ninety (90) percent in any semester.
  - b. The student’s tardies exceed ten (10) percent in any semester.
  - c. The student earns 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 in repeated 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 parent fails to work cooperatively with the school on behalf of their child.

Should any of these behaviors occur, the campus Principal will consider the circumstances of the behavior and make a recommendation to the Superintendent concerning the status of the student’s transfer placement. If the student’s transfer is revoked, the District will notify the Parent/Guardian and the Student’s school district of residence.

If the Student or Parent/Guardian disagrees with decision regarding a transfer application please refer to Board Policy DGBA for grievance guidance.

- 2.9 The Parent/Guardian agrees that, in the event of revocation, the Student will be immediately enrolled in the school district of residence, another public school, or a private school that meets the curriculum requirements of state law.
- 2.10 The Student Code of Conduct is incorporated by reference for the limited purposes described in this agreement. The Parent/Guardian and the Student understand and agree that the Student is not entitled to the disciplinary processes described in the Code for resident students.

**Notice to Parent**

**By signing the Application for Transfer – FY 2019-2020 and submitting it to the Randolph Field ISD Superintendent’s office for consideration, the Parent/Guardian understands and accepts the conditions of the Non-Resident Transfer Agreement guidelines set in the Randolph Field ISD board policy FDA (LOCAL)**

IN RETURN FOR THE DISTRICT PERMITTING \_\_\_\_\_ TO TRANSFER INTO A DISTRICT SCHOOL, I EXPRESSLY WAIVE AND RELEASE ANY CLAIM THAT I MAY HAVE THAT THE DISTRICT CANNOT REVOKE THIS TRANSFER AGREEMENT. I EXPRESSLY CONFIRM AND REITERATE THAT I AGREE WITH AND ACCEPT ALL OF THE REASONS FOR A TRANSFER REVOCATION SET OUT IN THIS AGREEMENT.

By signing this agreement, I further declare that I have informed myself of all of the extracurricular and co-curricular activities offered by the District as of the date I signed this agreement, and that I am fully satisfied with the type and extent of those offerings.

**Parent/ Guardian/Student: I have read, understood, and agree to adhere to this Randolph Field ISD Transfer Agreement.**

\_\_\_\_\_  
*Parent/Guardian Name (please print)                      Parent/Guardian Signature                      Date*

\_\_\_\_\_  
*Student’s Name (please print)                      Student’s Signature                      Date*  
*(3<sup>rd</sup> grade & above)*

APPROVED: \_\_\_\_\_  
LANCE JOHNSON  
SUPERINTENDENT,  
RANDOLPH FIELD I.S.D.