

# Hartley ISD Transfer Request – Returning Student

Hartley ISD accepts tuition-free transfers from surrounding school districts for eligible students. Eligible students include all students who satisfy the guidelines for admission according to Texas Education Code 25.001 and board policies.

Hartley ISD shall not consider as a factor in its decision any matter relating to the national origin of the student or the student's ancestral language.

All applicants for transfer and their parent/guardian must complete a transfer request application. Transfer students currently attending Hartley ISD and wishing to return to Hartley ISD for the next year are subject to the School Administration's approval.

Hartley ISD may place reasonable conditions on students desiring a transfer. If a student fails to meet the conditions, the transfer may be revoked.

This request for transfer is made with a full understanding of an agreement to the following conditions:

1. Transfer acceptance is subject to available space at grade level and available bus space.
2. The transfer student's family shall provide transportation to and from the established bus routes. If the student participates in extracurricular activities beyond the regular school day and cannot ride a route bus, then the student's family will make arrangements to pick up the student.
3. Transfer students shall abide by all UIL rules.
4. The transfer student shall not have excessive absences.
5. The transfer student shall not have chronic discipline problems.
6. The transfer student will do ALL work assigned and maintain an adequate academic effort.
7. Parents can use 1 form for up to four students.

NAME OF STUDENT \_\_\_\_\_ AGE \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ AGE \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ AGE \_\_\_\_\_ GRADE \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ AGE \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_

**Please return by email to [Annette.melius@region16.net](mailto:Annette.melius@region16.net)**

HARTLEY ISD ADMINISTRATION \_\_\_\_\_ APPROVED Y / N, DATE \_\_\_\_\_