

Application for Transfer
FY 2018-19

Authority for Data Collection: Texas Education Code 21.061: Civil Action 5281, Section A

Planned Use of Data: To complete the report required by Federal Court Order Civil Action 5281.

Instructions: This form must be used for all student transfers, within the State of Texas, including hardship. The Superintendent of the receiving school must circle approved or disapproved and sign the transfer form. For further information, contact the Division of Equal Education Opportunity at (512) 463-9671.

Parents of new transfer students must provide to the intended QISD campus a copy of the student’s most recent transcript/report card, current AND previous year attendance record, discipline record, two personal references from the sending district, contact and health information, and a completed FDA Exhibit in addition to the Application for Transfer before an application is considered to be complete. Incomplete applications will not be reviewed.

(Gray Area to be completed by QISD)

Student’s Legal Name First, Middle, Last	QISD LOCAL ID	Date of Birth	Grade	Current Attendance Data Student’s		District Student Attended Prior Year	QISD Campus
				Co. Dist.#	Campus#	Co. Dist. #	

This section must be completed by the parent or guardian:

I have been informed of Quinlan ISD’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. I further understand a transfer student must follow all rules and regulations of Quinlan ISD, including those for student conduct and attendance, and that violation of Quinlan ISD’s rules and regulations may result in revocation of the transfer agreement.

Signature of Parent/Guardian Date

Street Address City, Zip Phone Number

*******Campus Use Only*******

The above transfer(s) request has been reviewed by _____(FHS), _____(TMS), _____(BIS), and/or _____(DCC).

It is recommended the superintendent Approve; Disapprove this request.

Must be completed by Superintendent or Designee

The above transfer(s) was _____ on _____, _____.

Signature of Superintendent or Designee Date of Signature

**NONRESIDENT STUDENT REQUEST TO TRANSFER INTO THE DISTRICT
SCHOOL YEAR 2018–19.**

Student's Name _____

Student's Current Address (Street, City, Zip) _____

District in which Student Resides _____

Parent's Name _____

Parent's Cell No. _____

Parent's Address: (Street, City, Zip) _____

Parent Home Phone _____

Parent Work Phone _____

1. Reason for transfer request: _____

2. Is either parent employed by the _____ School District? Yes No
3. Has the student ever been enrolled in _____ School District? Yes No
4. Student's grade level for year of requested transfer: _____
5. Student's attendance record:
 - a. How many days was the student absent in the school year prior to the year for which a transfer is requested? _____
 - b. If this request is for a transfer during a school year, how many days has the student missed in the current school year? _____
 - c. If the student missed more than ten percent of the days in the school year, please provide an explanation: _____
6. Has the student been suspended, expelled or removed to a disciplinary alternative education program (DAEP) for one or more days in the most recent school year?
 Yes No During the preceding year? Yes No
If yes to either question, for what offense(s)? _____

As a parent or person standing in the position of legal responsibility for the child named in this request, I acknowledge that I have received a copy of Quinlan School District's policies FDA(LOCAL) and the Transfer Agreement that must be executed before the child is enrolled in the District. The information provided in this form is true and factual to the best of my knowledge, and I understand that if any of this information is ever found to be incorrect, this application may be denied or revoked.

Parent's signature: _____ Date: _____

TRANSFER AGREEMENT

This Transfer Agreement establishes the terms and conditions for _____ (“student”) to attend the Quinlan School District public schools as a transfer student for the 2018-19 school year. Student is a resident of the _____ School District.

_____ (“parent, guardian”), requests that the student be permitted to attend District schools in the 2018-19 school year and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the current school year only. District approval of this transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year. Violating the terms of the agreement may result in a transfer request not being approved for the following year.
2. This transfer is approved for the named student only. District approval of this transfer creates no right or expectation that another student from the same family will be admitted as a transfer.
3. The student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the Student Code of Conduct, throughout the entire school year. Acceptable levels are defined as:
 - a. Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn the parent or the student of truancy proceedings under Education Code 25.095; and
 - b. Compliance with the District’s rules and regulations, including the Student Code of Conduct, such that no offenses result suspension or removal to a disciplinary alternative education program (DAEP) or expulsion, and no more than one referral is made within any grading period for other misconduct.
4. The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.
5. The superintendent may revoke the transfer of student whose parent(s) do not comply with and observe all district and campus policies and procedures.
6. The student and parent acknowledge that eligibility of transfer students for participation in any UIL activity or other activities governed by UIL rules and regulations will be determined in accordance with UIL rules and regulations.
7. Except as modified by this transfer agreement, the student will be subject to all policies, rules, regulations, rights, privileges, and responsibilities of enrollment in the District as if he or she resided in the District.
8. If the student’s approved transfer status is revoked for any reason, the student shall not be eligible for admission in the future under a Power of Attorney

The District and the parent agree that this transfer agreement is the entire agreement controlling the admission and enrollment of the student in the District for the 2018-2019 school year.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____