

# Columbus ISD

## Student Transfer Information and Procedural Checklist

Attached is a copy of Columbus ISD's Student Transfer Policy, FDA (Local) for your review. Pertinent information is contained within this policy and we highly recommend that you read it in its entirety and ask for clarification if needed. Transfer procedures are outlined below:

The parent / guardian / adult student must complete and, or, provide the following and then schedule a meeting with the campus principal to review the information. All requested information must be completed before the application will be considered.

\_\_\_\_\_ Transfer Student Information / Request Sheet

\_\_\_\_\_ Previous year's report card

\_\_\_\_\_ Previous year's attendance report from the school

\_\_\_\_\_ Previous year's discipline report from the school (i.e., a discipline print out and, or, a letter from the previous administrator on school letterhead with an original signature stating the number of referrals with their incident codes and a brief description of the behavior).

### **Campus Administrator's recommendation regarding the transfer request of**

\_\_\_\_\_:

Student Name

\_\_\_\_\_ I recommend the transfer of the above named student to Columbus ISD.

\_\_\_\_\_ I do not recommend the transfer of the above named student to Columbus ISD.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Campus Principal

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Date

### **Superintendent's action:**

\_\_\_\_\_ I approve the transfer request of the above named student for the \_\_\_\_\_ school year.

\_\_\_\_\_ I do not approve the transfer request of the above named student for the \_\_\_\_\_ school year.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Dr. Brian Morris, Superintendent of Schools  
Columbus ISD

\_\_\_\_\_  
Date

**Columbus ISD**  
**Transfer Student Information / Request Sheet**

**Student Name** \_\_\_\_\_ **Ethnicity Code** \_\_\_\_\_  
(see back of sheet for codes)

**Student's Social Security Number** \_\_\_\_\_

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

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Telephone number** \_\_\_\_\_ **District of Residence** \_\_\_\_\_

**Previous School District Information;**

**District** \_\_\_\_\_

**School** \_\_\_\_\_

**School mailing address** \_\_\_\_\_  
\_\_\_\_\_

**School telephone number** \_\_\_\_\_

**Campus principal** \_\_\_\_\_

**School counselor** \_\_\_\_\_

**Reason for transfer request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exemption / Hardship Code** \_\_\_\_\_  
(see back of sheet for codes)

**I have reviewed the Student Transfer Information / Request Sheet, the Student Transfer Information and Procedural Checklist and I understand the CISD Policy FDA Local. I affirm that the information I have provided in this application is true and correct.**

\_\_\_\_\_  
**Signature** **date**

THIS SECTION TO BE COMPLETED BY PARENT/GUARDIAN.							
Student Name -----	Ethnic Code (see back for codes)	Sex (Male or Female)	District of Residence	District Student Last Attended	Grade	Receiving District Campus	Exemption / Hardship Code (see back for codes)
Student Social Security Number -----							

District Transfer Exemptions (for more information see attached policy FDA (LOCAL))	Please mark all that apply.
Students who were enrolled in the District as transfer students prior to the 2003-2004 school year shall be eligible to continue in enrollment as transfer students.  (In addition, the District shall permit enrollment as a transfer student for any sibling of a student meeting these criteria.)	<input type="checkbox"/> Student meets this criteria <input type="checkbox"/> Sibling of a student who meets this criteria Name of sibling(s) who meet the criteria: _____ _____
Children of nonresident District employees shall be eligible to attend District schools as a fringe benefit to those employees. (See exemption/hardship code "E" on the reverse side of form for details.)	<input type="checkbox"/> Student meets this criteria List the name of the parent/guardian: _____
A resident student who becomes a nonresident shall be permitted to enroll as a transfer student if he or she: 1. Has been continuously enrolled in the District for a minimum of three complete school years; and 2. Has not been subsequently enrolled in any other school or school district. (In addition, the District shall permit enrollment as a transfer student for any sibling of a student meeting these criteria.)	<input type="checkbox"/> Student meets this criteria <input type="checkbox"/> Sibling of a student who meets this criteria Name of sibling(s) who meet the criteria: _____ _____

Name of Parent or Guardian (please print clearly): \_\_\_\_\_

Physical Address of residence: \_\_\_\_\_  
Street Address City State Zip

Mailing Address: \_\_\_\_\_  
Street Address/PO Box City State Zip

Phone Number: \_\_\_\_\_

I have reviewed this application and I affirm that all the information that I have provided is correct.

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

THIS SECTION MUST BE COMPLETED BY THE SUPERINTENDENT.			
The above transfer was <u>approved/disapproved</u> on this _____ day of _____.			
Name of Receiving District Superintendent	Telephone Number	Date	Signature
Dr. Brian Morris	979-732-5704		

### Ethnic Codes

- (1) American Indian or Alaskan Native
- (2) Asian or Pacific Islander
- (3) Black, not Hispanic
- (4) Hispanic
- (5) White, not Hispanic

### Exemption/Hardship Codes

Documentation will be required for codes "A" through "I". Please contact the Superintendent's office for details regarding required documentation.

- A. Student taking academic courses needed for graduation and not offered in the district of residence.
- B. Graduating senior who has attended the receiving district for at least the two previous years.
- C. Student with two working parents, or whose sole parent works (in a single-parent home), and no childcare facility is located in the sending district. Only children less than ten years of age will be considered as needing childcare unless it can be demonstrated that a child suffers a handicap which renders him or her incapable of self-care.
- D. Student whose health or safety is involved.
- E. Student whose parent/guardian is employed by the receiving district and currently contributes to the Texas Teacher Retirement System.
- F. Student whose home is more than 20 miles closer to the receiving school than the school of residence (Is there a 20 mile difference between the distances from the student's home to each of the two schools involved?).
- G. Student transferring to a regional day school for the deaf. (CA 5281)
- H. Special education student from district where the special education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to Agency guidelines by the receiving district. (CA 5281)
- I. Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 25.039)
- J. Student does not qualify for any of the preceding exemptions/hardships.

<b>Agreement Between Districts</b>	The board may, by means of a mutual agreement with the board of an adjoining district, transfer any student to the jurisdiction of that adjoining district. All transfers shall be made pursuant to the requirements of Education Code 25.032 through 25.034. The board, together with the board of the adjoining district, shall agree to the transfer of school funds proportionate to the transfer of attendance when such interdistrict transfers are made. <i>Education Code 25.035</i>
<b>Initiated by Student or Parent</b>	Any student, other than a high school graduate, who is under 21 years of age and eligible for enrollment on September 1, may transfer to another Texas district, provided that both the receiving district and the applicant's parent, guardian, or person having lawful control agree in writing to the transfer. <i>Education Code 25.036</i> [See also FD]
<b>Basis for Transfer</b>	The board or its designee must make transfer decisions on an individual basis and may not consider as a factor in arriving at any decision regarding assignments any matter relating to the national origin of the student or the student's ancestral language. <i>Education Code 25.032</i> [See FDAA]
<b>Funding for Transfers</b>	Upon the filing and certification of any transfer, the state per capita apportionment shall transfer with the student. For purposes of computing state allotments to districts eligible under the Foundation School Program, the student's attendance prior to the date of transfer shall be counted by the sending district and the student's attendance after transfer shall be counted by the receiving district. <i>Education Code 25.037</i>
<b>Tuition</b>	The district may charge a tuition fee to the extent that the district's actual expenditure per student in average daily attendance exceeds the sum of state available school fund apportionment benefits transferred to the district under Education Code 25.037. However, unless a tuition fee is prescribed and set out in a transfer agreement prior to its execution by the parties, no increase in tuition charge shall be made for the year of that transfer that exceeds the tuition charge, if any, of the preceding school year. <i>Education Code 25.038</i>
Tuition for Education Outside District	Home districts that do not offer each grade, kindergarten–grade 12, shall pay tuition to the district if they have a contract to educate students in grades not taught in the home district. If the home district has contracted for students to attend another district(s), it shall not be required to pay tuition to any district with which it has not contracted. A contract under this section may not be for a period exceeding five years.

The amount of tuition paid may not exceed the greater of:

1. The amount by which the district's actual expenditure per student in average daily attendance exceeds the sum the district receives from state aid sources, as provided by Education Code 25.037. However, the district may not charge more than the tuition charge for the preceding school year unless a tuition fee is set out in a transfer agreement; or
2. The calculated tuition limit specified by commissioner's rule.

Under the commissioner's rule, tuition charged to the home district for a transfer student in payment for that student's education may not exceed the district's calculated tuition limit. The calculated tuition limit applies only to tuition paid to the district for the education of a student at a grade level not offered in the home district.

The calculated tuition limit is the sum of the excess maintenance and operations (M&O) revenue per enrollee and the excess debt revenue per enrollee as calculated in accordance with 19 Administrative Code 61.1012(b).

*Education Code 25.038, .039; 19 TAC 61.1012*

Credits and  
Records

Credits earned in local credit courses may be transferred at the enrolling district's discretion. Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. *19 TAC 74.26(a)(1)*

Nonpublic Schools

Records and transcripts of students from Texas nonpublic schools or from out of state or out of the country (including foreign exchange students) shall be evaluated, and students shall be placed promptly in appropriate classes. The district may use a wide variety of methods to verify the content of courses for which a transfer student has earned credit. *19 TAC 74.26(a)(2)*

<b>Authority</b>	<p>The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.</p> <p>A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.</p>
<b>Transfer Requests</b>	<p>A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.</p>
Factors	<p>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.</p> <p>No transfer shall limit the educational opportunities of resident students.</p>
Transfer Agreements	<p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.</p>
<b>Tuition</b>	<p>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</p>
Waivers	<p>The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]</p>
Nonpayment	<p>The District may initiate withdrawal of students whose tuition payments are delinquent.</p>
<b>Appeals</b>	<p>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</p>