CENTER INDEPENDENT SCHOOL DISTRICT
AGREEMENT FOR OUT-OF-DISTRICT STUDENT TRANSFER

STUDENT INFORMATION

Student's Full Legal Name: _____

Social Security Number: _____ Date of Birth: _____

Physical Address: _____

Mailing Address: _____

Home Phone Number: _____

Student Lives with: ☐ Mother ☐ Father ☐ Both ☐ Other: (Name/Relationship): _____

Father/Guardian Name: _____

Work Phone Number: _____ Cell Phone Number: _____

Mother/Guardian Name: _____

Work Phone Number: _____ Cell Phone Number: _____

Ethnicity: ☐ White, not Hispanic ☐ American Indian or Alaskan Native
☐ Black, not Hispanic ☐ Asian or Pacific Islander ☐ Hispanic

TRANSFER REQUEST INFORMATION

Reason for transfer: _____

School District Student Lives In: _____

School District Last Attended: _____

Campus Name: _____ Grade at Former School: _____

Check special program(s) that currently apply to the student: ☐ ESL ☐ GT ☐ Special Ed ☐ Speech
☐ 504 ☐ Other _____

*** Questions below do not apply to students entering Kindergarten**

☐ Yes ☐ No Does the student have a sibling requesting a transfer? If yes, what grade and name(s):
_____

☐ Yes ☐ No *****Did the student listed above demonstrate mastery on all sections of the most recent State of Texas Assessments of Academic Readiness (STAAR)?

☐ Yes ☐ No *****Is the student listed above currently serving a period of expulsion, or removed facing imminent discipline from another school district or removed to a disciplinary alternative education program (DAEP) for one or more days for 2018-2019 school year?

☐ Yes ☐ No *****Did the student listed above serve a period of expulsion, or removed facing imminent discipline from another school district or removed to a disciplinary alternative education program (DAEP) for one or more days for 2018-2019 school year?

☐ Yes ☐ No Is the student listed above the child of an employee of Center Independent School District?
Name of employee and campus: _____

☐ Yes ☐ No Has the student listed above attended more than one school district in the last year? _____

How many days was the student absent last year (2018-2019)? _____

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PLEASE READ THE CONDITIONS FOR TRANSFER

This transfer agreement establishes the terms and conditions to attend Center Independent School District ("District") as a transfer student for the 2019-2020 school year. The student's parent or other person having lawful control of the student, requests that the student be permitted to attend a District school in the 2019-2020 school year and agrees to the following terms and conditions for that transfer:

1. ***This transfer is for the 2019-2020 school year only***. Violating the terms of the transfer agreement may result in a transfer request not being approved for the following school year.

2. The parent/guardian MUST provide all of the appropriate documentation. **Failure to include the documents listed below will result in the application not being processed**.

   2.1 Proof of residence in "home" district (utility bill, current lease or current property tax receipt)
   2.2. Student's school records
      2.2.1 Report card
      2.2.2 STAAR test results
      2.2.3 Attendance record from prior year (must be by class for secondary students)
      2.2.4 Discipline history for prior year (discipline documentation must contain detailed information)
   2.3 Immunization records (current)
   2.4 Birth certificate (certified copy)
   2.5 Social security card
   2.6 Transfer Fee

3. This transfer, if approved, is 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.

4. 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. The student must maintain acceptable levels of attendance and compliance with District rules and regulations, including but not limited to the Student Code of Conduct throughout the entire school year. Acceptable levels are defined as:

   4.1 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/guardian or the student of truancy proceedings under Education Code 25.095 and
   4.2 Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offences result in removal to a disciplinary alternative education program (DAEP) or expulsion, and a pattern of persistent misbehavior as determined by Campus Administration.

5. The District will charge a transfer fee in the amount of $500 per child and not to exceed $1,500 per family (annually). ***The transfer fee must be paid in full at time the Transfer Agreement is submitted. If the student is not an approved transfer, the transfer fee will be refunded to the individual who wrote the check or to the person that made the cash payment. The transfer fee is not refundable if the student attends school. The deadline is Thursday, June 20, 2019 at 4:00 p.m. to be considered for the start date of the 2019-2020 school year.***

6. Once a completed Out of District Student Transfer Agreement has been received in the Superintendent's Office (including all requested documentation and the transfer fee), the transfer agreement (and supporting documentation) will be reviewed by the Campus Principal and the Superintendent. A decision will be made regarding the transfer request.

7. The parent/guardian will be notified in writing of the approval or denial of the transfer request.

8. Transportation to and from a District school in which the student is assigned, is to be provided by the parent/guardian or student.

9. The student and parent/guardian 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 and the receiving campus.

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10. Transfers will only be accepted for grades K-12.

11. The transfer may be denied for the following reasons:

    11.1 Admission of the student would cause over-crowding of classes;
    11.2 Admission of the student would cause the District to hire additional personnel;
    11.3 The student's prior attendance record;
    11.4 The student's prior discipline record and
    11.5 Other lawful reasons determined by the District.

12. A conference may be required to determine if additional staff is necessary for students with special needs.

13. Any falsification of information shall cause the transfer agreement to be denied and/or revoked. In addition, to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of: (1) the maximum tuition fee (transfer fee) the district may charge under Section 25.038 or (2) the amount the district has budgeted for each student as maintenance and operating expenses (Section 25.001(h), Texas Education Code).

PARENT/GUARDIAN

As a parent or person standing in the position of legal responsibility for the child named in the document, I acknowledge that I have received a copy of Center Independent School District's policies FDA (Legal) and FDA (Local) and the Transfer Agreement must be executed and approved before the student 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 Transfer Agreement may be denied or revoked. My signature indicates my understanding of policy FDA (Local). This policy states that students must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may results in revocation of the Transfer Agreement.

My signature indicates permission for Center ISD personnel to contact my child's previous school(s) for additional information.

The District and the parent/guardian agree that this transfer agreement is the entire agreement controlling the admission and enrollment of the student in the District for the 2019-2020 school year.

_____ _____
Parent/Guardian Signature *Date*

CAMPUS ADMINISTRATOR

☐ **Transfer Request Approved** ☐ **Transfer Request Denied**

_____ _____
Campus Principal's Signature *Date*

SUPERINTENDENT

☐ **Transfer Request Approved** ☐ **Transfer Request Denied**

_____ _____
Superintendent's Signature *Date*