



D'Hanis Independent School District  
P.O. Box 307 D'Hanis, TX 78850  
Phone: (830) 363-7215

# Memo

## *New Student Transfer Information*

**To:** Interested Parent and Student      **From:** Scott Higgins, Superintendent  
**Re:** *New Student Transfer Information*      **Date:** Released Spring 2018

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### ***Information:***

Thank you for your interest in the possibility of your son, daughter, or ward attending D'Hanis Independent School District. We are proud of our school and students and want new students and parents who will participate and become involved with D'Hanis ISD and the community as a whole.

Please understand that D'Hanis ISD only accepts students who are in "good standing" in their home school district. Transferring is not a way to skirt academics, attendance, or discipline. But, it is a process in which the student and parent wants to enter D'Hanis ISD and accept its customs and traditions.

Officially you must be informed that should a student be approved as a transfer, the student "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 result in revocation of the transfer."

### ***Process:***

Following Board Policy (FDA Local) for transfer requests, a non-resident wishing to transfer into the district shall file an application for transfer each school year with the superintendent.

In approving transfer applications, the Superintendent will consider the availability of space and staff, district program offerings and student academic needs, as well as the student's academic standing, attendance records, and discipline history. With this consideration we expect to find lasting students.

The Superintendent is authorized to accept or reject any transfer request and shall provide notification of approval or rejection.

### ***Application:***

Please review the attached process, timeline, and checklist for transfer applications. The District will not consider a transfer application that is not complete. And if approved for transfer, the district will not enroll any student until all paperwork is on file, including the transfer agreement.

The completed application for transfer, required supporting documents, and previous school references will be reviewed and considered prior to acceptance or rejection of any transfer student. Applications will be reviewed according to the district timeline, including notification of acceptance or denial.



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***Student Transfer Process, Timeline, and Checklist, Revised 2018***

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***Process:***

**Verify:** Upon receiving a completed transfer application which will include every document requested, the Campus administrators will review the transfer application, and verify with the home school principal or counselor the information submitted.

**Interview:** Campus administrators will telephone the parent/guardian to set up an interview with the parent and student. At this interview the administrator will review the transfer documents, district handbooks, code of conduct, and transfer agreement. The parent and student will be encouraged to share additional information, and may ask questions about the district and the transfer application process.

**Review:** Verified applications will be brought for review to a ***Student Review Team*** (SRT) comprised of administrators, counselor, and teachers. Following Board Policy FDA (Local), the SRT will make a recommendation to the Superintendent to either approve or not approve the reviewed applications. According to the timeline, the Campus Administrators will issue notification of transfer acceptance or denial.

***Timeline:***

D'Hanis ISD will accept transfer applications at any time during the year. However, the district will only review applications for possible student enrollment during the fall or spring semester.

<b><u>Transfer Process</u></b>	<b><u>Fall Enrollment</u></b>	<b><u>Spring Enrollment</u></b>
1. Announce and Accept Applications	April 15 – May 15	October 15 – November 15
2. Consider Transfer Applications	May 15 – June 15	November 15 – December 15
3. Deadline to Receive Applications	June 10 <sup>th</sup>	December 10 <sup>th</sup>
4. Parent Notification Letters Mailed	June 15 – June 30	December 15 – December 30

***Checklist:***

D'Hanis ISD will only review transfer applications that include every document requested below. If a transfer application is approved, additional documents will be requested prior to student enrollment.

- \_\_\_\_\_ 1. D'Hanis ISD Application and Transfer Agreement
- \_\_\_\_\_ 2. Texas Education Agency Application for Transfer
- \_\_\_\_\_ 3. Copy of Driver's License of Parent/Guardian
- \_\_\_\_\_ 4. Copy of Student's Social Security Card
- \_\_\_\_\_ 5. Copy of Student's Birth Certificate
- \_\_\_\_\_ 6. Copy of Student's Health and Immunization Records
- \_\_\_\_\_ 7. Copy of Current Report Card or Achievement Record
- \_\_\_\_\_ 8. Copy of Current Standardized Test Scores or State Assessments
- \_\_\_\_\_ 9. Documentation of Current Disciplinary Record
- \_\_\_\_\_ 10. Documentation of Current Attendance Record

# D'Hanis Independent School District

## TRANSFER AGREEMENT FOR 2018-2019

This Transfer Agreement establishes the terms and conditions for \_\_\_\_\_ (“student”) to attend D'Hanis Independent School District public schools (“District”) as a transfer student for the 2018-2019 school year.

The student’s parent or other person having lawful control of the student, \_\_\_\_\_ (“parent”), requests that the student be permitted to attend District schools and agrees to the following terms and conditions for that transfer:

1. 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.
2. 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. Academic Achievement that does not place the student at risk of losing credit for the year in more than one subject area, or at risk of being retained for the year;
  - b. 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 and student of truancy proceedings under the Code.
  - c. Compliance with the District’s rules, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than two referrals are made within a grading period for other misconduct.
3. In accordance with Board policy FDA (LOCAL), the Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance or compliance with District rules and regulations, including the Student Code of Conduct, or may initiate withdrawal of a student whose tuition payments are delinquent. Notice of revocation will be sent to the district of residence.
4. If this agreement is revoked, revocation ordinarily will be effective at the end of a semester; however, the Superintendent has discretion to revoke the transfer immediately if the student’s continued attendance threatens the safety of other students or teachers or will be detrimental to the educational process. If this agreement is revoked for nonpayment of tuition, revocation will be effective immediately.
5. The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.
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, regulations, rights, privileges, and responsibilities of enrollment in the District as if he or she resided in the District.

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.

**Parent Name:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Parent Signature and Date Signed:** \_\_\_\_\_

**D'Hanis Independent School District**  
**NON-RESIDENT APPLICATION FOR TRANSFER**

**FOR 2018-2019**

**1. Student Information**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

**2. Parent/Guardian Information**

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Address: \_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Student and School District Information**

School Attended Last Year: (Include Principal's Name, School Address, & Phone Number)

\_\_\_\_\_

\_\_\_\_\_

Grade Average Last Year: (Report Card and State Assessment Report Must be Attached)

Mathematics: \_\_\_\_\_ Social Studies: \_\_\_\_\_ Science: \_\_\_\_\_

Reading/English Language Arts: \_\_\_\_\_ Other Course Average: \_\_\_\_\_

Can the student return to this school next year? (Circle One) YES NO

If NO, explain:

\_\_\_\_\_

Has credit been denied for absences? (Circle One) YES NO

If YES, describe: \_\_\_\_\_

Were there disciplinary infractions while attending this school? (Circle One) YES NO

**D'Hanis Independent School District**  
**NON-RESIDENT APPLICATION FOR TRANSFER**

**FOR 2018-2019**

If YES, describe: \_\_\_\_\_

Has the student been expelled or removed to a DAEP? (Circle One)    YES    NO

If YES, describe: \_\_\_\_\_

**4. Reason for requesting a transfer to attend D'Hanis Independent School District**

\_\_\_\_\_

\_\_\_\_\_

**5. Additional information may be added as appropriate:**

\_\_\_\_\_

\_\_\_\_\_

**As the parent or person standing in the position of legal responsibility for the child named in this application request,**

- I pledge that the information provided on this form and supporting the application is true and factual to the best of my knowledge.
- I understand that if any of this information is ever found to be incorrect, this application may be denied or revoked.
- I understand that I have received a copy of the Transfer Agreement that must be executed before the child is enrolled in the District.
- I acknowledge that I have received a copy of the D'Hanis ISD's policies FDA (Legal and Local)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Nondiscrimination Notice:** It is the policy of D'Hanis Independent School District (DISD) not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. For further information about your rights, contact the DISD Superintendent (830) 363-7215.

**District Use:**

The above transfer (s) was \_\_\_\_\_ approved \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
disapproved

**Superintendent Name and Signature:** \_\_\_\_\_