



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 2017

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. The Superintendent will consider transfer applications, pending Texas Education Agency (TEA) transfer approval.

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.

D'Hanis Independent School District

TRANSFER AGREEMENT

FOR 2017-2018

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 2017-2018 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 2017-2018 school year.

Parent Name: _____ **Student Name:** _____

Parent Signature and Date Signed: _____

Superintendent Signature and Date Signed: _____



D'Hanis Independent School District
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Student Transfer Process, Timeline, and Checklist, Revised 2017

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.

<u>Transfer Process</u>	<u>Fall Enrollment</u>	<u>Spring Enrollment</u>
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 th	December 10 th
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
NON-RESIDENT APPLICATION FOR TRANSFER

FOR 2017-2018

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 2017-2018

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.

D'Hanis Independent School District
NON-RESIDENT APPLICATION FOR TRANSFER
FOR 2017-2018

District Use:

The above transfer (s) was approved
 disapproved on this _____ day of _____ 20____.

Superintendent Name and Signature: _____

**APPLICATION FOR TRANSFER
FOR 2017-2018**

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

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

Instructions: This form is used for all student transfers, within the State of Texas.. Column instructions can be found on the reverse side of this form. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form.

Student's Name and Social Security Number	Ethnic Code	Current Attendance Data Student's Residence Co. Dist No. & Campus No.	District Student Attended Prior Year	Grade	Campus Assigned in Receiving District (Campus No.)

This section must be completed by parent or guardian:

I have been informed of the receiving districts' policy concerning tuition charges, if any, for a transferred student and I accept responsibility for the payment of tuition. I have been informed that should a student be approved for a transfer into our district, the student must follow all rules and regulations of the District, and that violation of the District's rules and regulations may result in revocation of the transfer agreement.

Print Name _____ Signature _____
 Parent or Guardian Parent or Guardian

Street Address _____ Telephone _____

City, State, Zip _____ Date Application Submitted _____

This section must be completed by the receiving district superintendent:

The above transfer (s) was _____ approved _____ on this _____ day of _____ 20____.
 _____ disapproved _____

Name of Receiving District	Telephone	Date	Printed Name and Signature
D'Hanis Independent School District	830-363-7215		

APPLICATION FOR TRANSFER
FOR 2017-2018**INSTRUCTIONS FOR COMPLETING**
Application for Transfer Form ACC-041A

Form ACC-041A should be completed according to the column instructions listed below. This form should be completed in duplicated by the receiving district office.

For audit purposes, one copy should be retained by the receiving district and one copy should be mailed to and retained by the sending district office.

Use the *Texas School Directory* for county-district and campus numbers.

Column Instructions**Student's Name and Social Security Number**

Enter the student's name. For first time student transfer applications please provide a social security number. For students who have been approved previously this number is not required.

Ethnic Code

Enter the appropriate ethnic code using the following designations:

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

Attendance Data (Current Year)

Enter the current county-district and the campus number for the student (*current* district of residence)

County-District Number (Prior Year)

Enter the county-district number for the student (*prior* school year)

Grade

Enter the grade to which the student will be assigned for the regular academic programs or special education programs during the next school year.

Campus Number (Receiving District)

Enter the campus to which the student will be assigned in the receiving district during the next school year.

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

AUTHORITY	<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>
TRANSFER REQUESTS	<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> <p>A nonresident District employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis.</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>
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>
TUITION	<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>
APPEALS	<p>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</p>

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LEGAL)

AGREEMENT
BETWEEN DISTRICTS

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. *Education Code 25.035*

INITIATED BY
STUDENT OR PARENT

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. *Education Code 25.036* [See also FD]

BASIS FOR TRANSFER

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. *Education Code 25.032* [See FDAA]

FUNDING FOR
TRANSFERS

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. *Education Code 25.037*

TUITION

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. *Education Code 25.038*

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)*