

**Application for Transfer**  
FY 2015-2016

Authority for Date Collection: Texas Education Code 21.601; Civil Action 5261, Section A  
Planned Use of Date: To complete the report required by Federal Court Order Civil Action 5261.  
Instructions: This form must be used for all student transfers within the State of Texas, including hardship. 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. For further information, contact the Division of Equal Education Opportunity at (512) 463-9671.

District of Residence: \_\_\_\_\_ School District Attended in 2014-2015: \_\_\_\_\_

**(Please do not fill in shaded boxes. Shaded areas are for Administration use only.)**

Student's Name	Ethnic Code	Current Attendance Date Student's Residence		District Student Attended Prior Year	Grade for 2015/2016 School Yr	Campus Assigned/ Receiving District
		Co. Dist. No.	Campus No.	Co. Dist. No.		Campus No.

Student's Name	Social Security Number	Birthday

This section must be completed by parent or guardian:  
 I have been informed of the receiving district'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.

Signed: \_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

This Section must be completed by the receiving District Superintendent.  
 The above transfer(s) was:  approved /  disapproved on: \_\_\_\_\_.

Typed Name of Receiving District Superintendent	Date	Telephone	Superintendent's Signature
Gregg Spivey		(936) 687-4619	

## INSTRUCTIONS FOR COMPLETING

### Application for Transfer Form

The Transfer Application should be completed according to the column instructions listed below. This form should be completed in duplicate by the receiving district office. For audit purposes, one copy should be retained by the receiving district office 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.

**INSTRUCTIONS SHADED GRAY AND WITH (\*\*) REFERS TO SHADED AREAS ON THE FRONT OF THE FORM THAT ADMINISTRATION FILLS OUT.**

#### COLUMN INSTRUCTIONS

##### **Student's Name**

Enter the student's name

##### **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 number 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 number to which the student will be assigned in the receiving district during the next school year.

##### **Student's Name, Social Security, and Birthday Information**

Enter the student's name in the first column.

Enter the student's social security number in the second column.

Enter the student's birthday in the third column.

**Transfer Contract and Agreement**  
**(TX.ED.CODE.25.036)**

1. Grapeland Independent School District and the parent(s)/guardian(s) agree to the transfer of this student from \_\_\_\_\_ Independent School District to Grapeland Independent School District upon the conditions set out herein.
2. Student(s) and parent(s)/guardian(s) of student transferring into Grapeland ISD are required to follow all campus, district, state and federal policies and requirements. A copy of District rules concerning transfer is attached hereto and incorporated herein.
3. All student activities available to locally enrolled students will be available to transfer students, subject to any applicable U.I.L. rules.
4. The responsibility for transportation to and from Grapeland ISD campuses belongs to the parent(s)/guardian(s) of the transfer student
5. District and campus administration reserves the right to revoke all transfers.

I have read and agree to the transfer contract as written.

\_\_\_\_\_  
Parent(s)/Guardian(s)

\_\_\_\_\_  
Gregg Spivey, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date