

# Out of District Transfer Request

## **Campus Structure:**

Tatum Primary – Grades Pre K - 2<sup>nd</sup> grade

Tatum Elementary – Grades 3<sup>rd</sup> – 5<sup>th</sup>

Tatum Middle – Grades 6<sup>th</sup> – 8<sup>th</sup>

Tatum High – Grades 9<sup>th</sup> – 12<sup>th</sup>

## **Out of District Transfer Process:**

1. Parent/Guardian may request Out of District Transfer Application in one of the following ways:
  - print an application from our website at [www.tatumisd.org](http://www.tatumisd.org)
  - contact Dena Sloan at 903-947-0161 to request an application be mailed
  - pick up an application at the Tatum ISD Administration Office located at 510 Crystal Farms Rd., Tatum, TX
2. Parent/Guardian **MUST** provide appropriate documentation including: proof of residence in “home” district; the students school records – including report card, STAAR test results; attendance and discipline reports; immunization records; and birth certificate
3. Complete a separate form for each child seeking a transfer.
4. Once a completed Out of District Application is received in the Superintendent’s Office, including all requested documentation, it will be sent to the Principal of the appropriate campus for review. Depending upon qualifications and space availability, a decision is made regarding the transfer request.
5. The parent will be notified in writing of the acceptance or denial of each transfer request as soon as school officials have had sufficient time to investigate the impact of the transfer request(s).
6. The TISD Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged. Currently, TISD does not charge a tuition fee.
7. If charging tuition, the TISD Board may waive tuition for a student upon written application by the student or parent or guardian, upon the recommendation of the Superintendent.
8. If charging tuition, the District may initiate withdrawal of students whose tuition payments are delinquent.
9. Any appeals will be made in accordance with FNG (LOCAL) and GF (LOCAL), as appropriate.

\*The TISD Board delegates to the Superintendent the authority to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, or national origin.

\*\* The Tatum Independent School District may admit students that live outside the District boundaries. Tatum Independent School District reserves the right to accept or reject transfer requests on an individual basis in accordance with Board of Trustees policies FDA (Legal) and FDA (Local).

## **Transfer student’s criteria:**

1. Transfer students shall have been promoted to current grade level. High school students must have earned sufficient credits during the prior school year to advance to the next grade classification.
2. The student shall have demonstrated mastery on all sections of his or her latest STAAR test.
3. The student shall have an acceptable discipline record, as determined by the Superintendent or his or her designee.
4. Transfer students will not be accepted when their presence in the classroom would cause the state-mandated 22:1 student-teacher ratio to be reached. Additionally, transfer students at other grade levels shall not be accepted if available room and teaching capacity in the various schools would be exceeded.

**Factors Considered in the Approval Process:**

Factors considered in approving Out of District Transfer applications include, but are not limited to: building capacity, current program or campus enrollment, growth projections, grade level enrollment, teacher allocation, professional staff allocations, and the student's behavior and attendance history.

**Students Who Become Non-Residents:**

A resident student who becomes a non-resident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester. Prior to the end of the semester, parents may apply for an Out of District Transfer if the student qualifies and space is available. Parents with a contract to build a house will be permitted to transfer into the district on a provisional basis for no more than 90 calendar days from the date of the transfer application. If legal residence is not established within this 90 day period in the form of a tax statement or lease agreement, the student's transfer will be revoked. The parent may elect to complete an application for Out of District Transfer consideration of acceptance by Tatum ISD. The student must meet all application criteria.

**Revoking Transfer:**

Transfer students must follow all Tatum ISD rules and regulations, including but not limited to: District Policies and Regulations, the Student Code of Conduct, and Attendance Requirements. Students who transfer into the district may have their enrollment revoked if the student does not adhere to all policies and regulations or based upon poor attendance, excessive tardiness, or inappropriate student behavior, including violations of the Student Code of Conduct. Written notification of any transfer revocation will be sent to school district in which the student resides. These requirements shall be set out in the transfer agreement signed by the student's parents and the District.

**No Continuing Transfers:**

Transfers shall be granted for one school year at a time. The approval of a transfer does not guarantee future transfer approval for the next school year. The student's attendance and discipline during the current year will be evaluated prior to approval for the coming school year. In an effort to meet the needs of our current Out of District students, TISD will offer early enrollment and approval for these students. During the spring semester, transfer parents will receive a letter with an acceptance or denial form in the mail.

**TATUM INDEPENDENT SCHOOL DISTRICT  
REQUEST FOR TRANSFER**

Date of Application: \_\_\_\_\_

Transfer for Current Year 2017 - 2018

Transfer for Next School Year 2018 - 2019

**STUDENT INFORMATION**

Students Full Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Ethnicity (Choose One):  White not Hispanic  American Indian or Alaskan Native  
 Black, not Hispanic  Asian or Pacific Islander  Hispanic

Physical Address: \_\_\_\_\_  
(Street address, City, State, Zip)

Mailing Address: \_\_\_\_\_  
(Street address, City, State, Zip)

Home Phone: \_\_\_\_\_

Student Lives With:  Mother  Father  Both  Other (Name/Relationship) \_\_\_\_\_

Father/Guardian Name (Last, First): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother/Guardian Name (Last/First): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**TRANSFER REQUEST INFORMATION**

School District You Live In: \_\_\_\_\_ Campus Assigned in District: \_\_\_\_\_

School District Last Attended: \_\_\_\_\_ Campus Name: \_\_\_\_\_  
PEG Campus  Yes  No

Grade Classification Former School: \_\_\_\_\_ Entry Level grade: \_\_\_\_\_

Yes  No Does the student have a sibling requesting a transfer? If yes, what grade? \_\_\_\_\_  
Names: \_\_\_\_\_

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 facing imminent discipline from another school district?

Yes  No Is the student listed above the child of an employee of Tatum Independent School District?

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

\*Question does not apply to students entering Kindergarten

I recommend the transfer request to be  Approved  Denied

Parent notified by: \_\_\_\_\_

\_\_\_\_\_  
Campus Principal/Date

Reason(s) for denial: \_\_\_\_\_

**PLEASE READ THE CONDITIONS FOR TRANSFER AS STATED BELOW**

1. The transfer may be denied for the following reasons:
  - a. Admission of the student would cause overcrowding of classes;
  - b. Admission of the student would cause the district to hire additional personnel;
  - c. The student's prior attendance record;
  - d. The student's prior discipline record; and
  - e. Other lawful reasons determined by the district
2. A conference may be required to determine if additional staff is necessary for students with special needs.
3. Student eligibility for participation in athletics will be determined by the receiving campus according to UIL rules and regulations.
4. Any falsification of information shall cause this application for transfer to be denied and/or revoked. In addition, falsification of documents or records is a criminal offense under Section 37.1, Penal Code, and subjects the person to liability for tuition costs under Section 25.001(h), Texas Education Code.
5. Transportation is to be provided by the parent/guardian for approved transfer.

**\*\*My signature indicates permission for Tatum ISD Personnel to contact my child's school for information**

**\*\*My signature indicates 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 result in revocation of the agreement.**

**IN RETURN FOR THE DISTRICT PERMITTING MY STUDENT TO TRANSFER INTO A DISTRICT SCHOOL, I EXPRESSLY WAIVE AND RELEASE ANY CLAIM THAT I MAY HAVE THAT THE DISTRICT CANNOT REVOKE A TRANSFER, AND/OR THAT THE TRANSFER OF MY STUDENT MUST BE FOR A PERIOD OF ONE YEAR. BY MY SIGNATURE BELOW, I EXPRESSLY CONFIRM THAT I AGREE WITH AND ACCEPT ALL OF THE REASONS FOR A TRANSFER REVOCATION SET OUT IN BOARD POLICY AND THE NON-RESIDENT TRANSFER AGREEMENT, AND FURTHER AGREE THAT THIS AGREEMENT CAN BE REVOKED FOR ANY OF THOSE REASONS BEFORE THE END OF THE SCHOOL YEAR FOR WHICH THE TRANSFER IS APPROVED .**

**\*\*The effective date of a student revocation is the date the parent and home district are notified. All revocations will be in writing and sent to the school district in which student resides.**

Parent/Guardian Signature: \_\_\_\_\_

**THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION**

1. Report card
2. Attendance Record from the prior year. (Must be by class for secondary students)
3. Discipline History with detail for the prior year
4. STAAR test results
5. Birth Certificate
6. Immunization Record
7. Social Security Card

**\*Failure to include the documents listed above will result in the application not being processed.**

**READ AND INITIAL THE APPROPRIATE SPACE BELOW**

**Texas Penal Code**

**Section 37.10 Tampering with Government Record**

- a) A person commits an offense if he:
  1. Knowingly makes a false alteration of a governmental record;
  2. Makes, presents, or uses any record, document, or thing with knowledge of its falsity and with the intent that it be taken as a genuine governmental record; or
  3. Intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.
- b) An offense under this section is a Class A misdemeanor unless the actor's intent to defraud or harm another, in which event the offense is a felony of the third degree.  
(A person found by a court to be guilty of a third degree felony may be imprisoned for 2 – 10 years and fined up to \$5,000)

**I have read and understand the above Texas Penal Code provisions.**

Parent /Guardian Signature: \_\_\_\_\_

**FOR DISTRICT USE ONLY**

This transfer was  approved  disapproved on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

Dr. J.P. Richardson  
Superintendent

Date

Telephone  
903-947-0161

Signature