

Out of District Transfer Guidelines

Campus Structure:

Tatum Primary – Grades Pre K - 2nd grade

Tatum Middle School – Grades 6th-8th

Tatum Elementary – Grades 3rd – 5th

Tatum High School – Grades 9th-12th

Deadline for returning students to submit transfer application is June 1st.

Applications will be reviewed and a determination made no later than June 30.

Out of District Transfer Process:

1. Parent/Guardian may request Out of District Transfer Application in one of the following ways:

- a) print an application from our website at www.tatumisd.org (left tab, quick links: student transfers)
- b) pick up an application at the Tatum ISD Administration Office located at 510 Crystal Farms Rd., Tatum, TX

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).

2. Submit the completed transfer application and transfer agreement to the campus principal for the grade your child will be attending. The campus principal will recommend approval/disapproval and forward to the Superintendent for final approval/disapproval.
3. Parents must acknowledge and agree to the terms and conditions of the transfer policy, FDA (LOCAL) and FDA (LEGAL), attached.
4. Complete a separate form for each child seeking a transfer. In order to grant a transfer to a non-resident student, the District must receive a fully completed and signed Application for Transfer and Transfer Agreement. All transfer students must apply for a Tatum ISD transfer each school year. The following documents must be attached to the transfer application. Incomplete applications will not be considered.

Report Card

Attendance Record from the prior year. (Must be by class for secondary students)

Discipline History with detail for the prior year

STAAR/EOC test results

Proof of residence (utility bill and tax statement)

5. Currently, Tatum ISD does not charge a tuition fee for approved student transfers.
6. This transfer request may be denied for the following reasons:
 - Receiving campus at capacity for grade level/campus or requires employment of additional staff
 - The student's prior attendance record, discipline record or academic record (grades, test scores)
 - Removal to DAEP, JJAEP, or student has been expelled
 - Positive drug test
 - Failure to follow the Student Code of Conduct
 - Other lawful reasons determined by the district
7. Students who transfer into the district may have their enrollment revoked during the current year for the following reasons:
 - Failure to follow the Student Code of Conduct
 - Poor attendance and/or excessive tardiness
 - Inappropriate student behavior
 - Positive drug test, have removal to DAEP, JJAEP, or been expelled
 - Failure to meet academic requirements: grades and test scores

TATUM INDEPENDENT SCHOOL DISTRICT REQUEST FOR TRANSFER

Date of Application: _____

Student's 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: _____

School District/Campus in which student resides: _____

Father/Guardian Name (Last, First): _____

Work Phone: _____ Cell Phone: _____ email: _____

Mother/Guardian Name (Last, First): _____

Work Phone: _____ Cell Phone: _____ email: _____

Reason for transfer request: _____

Is either parent employed by the Tatum ISD: Yes No

Has student ever been enrolled in Tatum ISD: Yes No

School District Last Attended: _____ Campus Name: _____

Student's grade level for year of requested transfer: _____

Does the student have a sibling requesting a transfer? If yes, what grade? _____

Names: _____

Student's attendance record:

- a. How many days was the student absent in the school year prior to the year for which a transfer is requested? _____
- b. If this request is for a transfer during a school year, how many days has the student missed in the current school year?
- c. If the student missed more than ten percent of the days in the school year, please provide an explanation:

Does your child participate in one of these programs i.e. Section 504, Special Education, Bilingual, Dyslexia, Limited English Proficient (LEP), Gifted and Talented? _____ Yes _____ No (please circle, if applicable)

_____ Yes _____ No Has the student been expelled or removed to a DAEP for one or more days in the most recent school year? During the preceding year? _____ Yes _____ No

If yes to either questions, for what offense(s)? _____

As a parent or person standing in the position of legal responsibility for the child named in this request, I acknowledge that I have received a copy of Tatum ISD's policies FDA (LEGAL) and FDA (LOCAL) and the Transfer Agreement that must be executed before the child 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 application may be denied or revoked. *Ref: Texas Penal Code 37.10*

Parent Signature _____

Date _____

This section must be completed by the receiving district principal:

The above transfer was approved _____ disapproved _____ on this the _____ day of _____, 20 ____.

List reason for disapproval _____

Principal's Signature _____

This section must be completed by the receiving district superintendent:

The above transfer was approved _____ disapproved _____ on this the _____ day of _____, 20 ____.

Superintendent Signature

Transfer Agreement

This Transfer Agreement establishes the terms and conditions for _____ ("student") to attend the Tatum ISD public schools ("District") as a transfer student for the _____ school year, although the student is not a resident of the Tatum ISD. The student's parent or other person having lawful control of the student, _____ ("parent"), requests that the student be permitted to attend District schools in the _____ school year and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the current school year only. District approval of this transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year.
2. 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.
3. The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.
4. Parent or guardian agrees to notify the campus of any address changes.
5. 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.
6. This transfer request may be denied for the following reasons: receiving campus at capacity for grade level/campus or requires employment of additional staff, the student's prior attendance record, discipline record or academic record (grades, test scores), removal to DAEP, JJAEP or student has been expelled, positive drug test or other lawful reasons determined by the District.
7. Parents and students agree to assume responsibility for satisfactory attendance, discipline, achievement of the student, and cooperation with the school staff while at the transfer school. When these responsibilities are not met, the transfer will be revoked.
8. Students who transfer into the district may have their enrollment revoked during the current year for the following reasons:

failure to follow the Student Code of Conduct, poor attendance or excessive tardiness, inappropriate student behavior, positive drug test, removal to DAEP, JJAEP, or been expelled, failure to meet academic requirements (grades and test scores) or other lawful reasons determined by the District.
9. Except as modified by this transfer agreement, 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.
10. My signature indicates permission for Tatum ISD Personnel to contact my child's school for information. My signature indicates understanding of Policy FDA (LOCAL).
11. 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. I expressly confirm that I agree with and accept all the reasons for a transfer revocation set out in the Student Handbook 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's signature _____
Date _____

Superintendent's signature _____
Date _____

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>
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> <p>In addition, the Superintendent or designee shall consider the student's performance on applicable state-mandated assessments and the student's record of promotion to the next grade level.</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; however, the District may also revoke a transfer during a school year based on a student's poor attendance, excessive tardiness, or violation of the Student Code of Conduct.</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>

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. <i>Education Code 25.035</i>
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. <i>Education Code 25.036</i> [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. <i>Education Code 25.032</i> [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. <i>Education Code 25.037</i>
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. <i>Education Code 25.038</i>
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)*