

# Terrell ISD

## Student Transfer Agreement

Please read the following transfer agreement.

I acknowledge that my transfer request is made with the full understanding of and agreement to the following:

- The transfer is valid for the approved time period as long as the parents and the student live within the Terrell ISD, unless revoked for reasons listed.
- Parents are required to prove residency within the district each year.
- Transportation **shall not** be provided by the district for transfers.
- The district will not hire additional staff, provide additional classroom space, or apply for a class size waiver in order to accommodate transfer students. Therefore, student transfers may be revoked if there are unexpected increases in student enrollment.
- Students must meet and maintain the qualifying criteria in order to be considered for a transfer:
  - **Attendance:** 90% for the previous semester and the most recent 6 week grading period.
  - **Academics:** Passing all classes for the past grading period.
  - **Attitude/Behavior:** Appropriate conduct and work habit grades.
  - **A Need:** The transfer should be used to assist with extenuating hardships.

I also understand my transfer request may be revoked or denied for one or more of the following reasons:

- A student's failure to abide by all policies, rules, and the Student Code of Conduct, or to exhibit poor attendance or poor academic performance.
- Any falsification of information.
- Class size exceeds district and/or state guidelines, facilities become overcrowded, or for reasons deemed to be in the best interest of the district or campus.
- An extenuating need is no longer evident.
- Student moves out of the Terrell District.

## Student Transfer Request

Please submit a separate transfer request form for each student.

- J.W. Long Elementary
- Dr. Bruce Wood Elementary

**All transfer requests will be denied unless there are special circumstances approved by administration or the request is for a child of a Long Elementary or Wood Elementary employee.**

Please complete the form below:

School Year of transfer: \_\_\_\_\_

Parent Name: \_\_\_\_\_

TISD Employee \_\_\_\_\_ Campus \_\_\_\_\_

Transfer to: \_\_\_\_\_

Zoned Home Campus: \_\_\_\_\_

Student Last Name: \_\_\_\_\_

Student First Name: \_\_\_\_\_

Student Middle Name: \_\_\_\_\_

Current School Year (2011-2012) Grade Level \_\_\_\_\_

Next School Year (2012-2013) Grade Level \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

Student Birthday: \_\_\_\_\_

Reason for Transfer: (please explain) \_\_\_\_\_

(Use back of request form if you need additional space)

- Extenuating Hardship
- Moved outside of the boundaries of current campus during the school year but want to complete the grading period, semester, or school year. Must still live in the Terrell ISD.
- Moved outside the TISD boundaries.
- Terrell ISD Employee

Notify by: Phone \_\_\_ Mail \_\_\_ E-Mail \_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_

Signature of parent

\_\_\_\_\_

Date

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**PLEASE NOTE: This section below will be completed by the Terrell Independent School District**

- Approved
- Not Approved

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Principal – current school

\_\_\_\_\_

Date

\_\_\_\_\_

Principal – receiving school

\_\_\_\_\_

Date

\_\_\_\_\_

Superintendent's designee

\_\_\_\_\_

Date

\_\_\_\_\_

Superintendent

Copies to: Kim Samples, JWL, WES, and Parent