

# **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 do not submit more than one request per student.

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

All requests to these campuses will be denied unless they are special circumstances approved by administration or the child of a Long Elementary or Wood Elementary employee.

Please complete the form below:

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

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

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

Time Period requesting: \_\_\_\_\_

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

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

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

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

Current School Year (2009-10) Grade Level \_\_\_\_\_

Next School Year (2010-2011) Grade Level \_\_\_\_\_

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

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

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

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

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

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

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

- 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: PEIMS, WES, JWL, and Parent**