

Transfer requests must be filed by the parents/legal guardians at the Superintendent's office.

Approval of transfers will be subject to the following considerations:

1. Applications must be filed before August 1 for the coming school year in order to be approved as a non-tuition paying transfer student. Applications may be obtained at the Palestine ISD Administration building, 1007 E Park Avenue or from the website. Documents from the last school attended must be attached to the application which address:
 - Disciplinary history
 - Attendance records
 - Academic records

The application request will be given consideration after all the information is submitted.

2. Applications filed after the August 1st deadline will be given consideration for approval as tuition paying transfers. An exception to the tuition charge will be made for students who become residents of the Palestine area after the August 1 deadline.
3. Transportation for transfer students must be provided by the parents/legal guardians.
4. For tuition paying transfer students, tuition may be paid per semester. Fall payments must be made no later than the first day of the semester. Students will not be enrolled until tuition fees are paid.
5. Approval of transfers shall be revoked for failure to comply with compulsory attendance requirements, including tardiness, and with the PISD student code of conduct.
6. Approval of a transfer request is granted for one school year at a time and does not guarantee approval for additional years.

Application for Transfer

For 2018-2019

Requests for Transfer to Palestine ISD must be submitted prior to August 1 for each school year. Approval for student transfer is not automatic from year to year. The transfer approval requirements include students who have attended Palestine ISD schools.

The following reports from the previous school year must be submitted with this form:

* Attendance report * Academic report * Disciplinary report

Student's Name	SS#	Ethnic Code	Current Attendance Data Student's Residence		District Student Attended Prior Year		Campus Assigned in Receiving District	
			Co. Dist. #	Campus #	Co. Dist. #	Grade	Campus #	

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.

Name _____ Telephone # _____

Signed _____
Parent's (Guardian's) Signature

Street Address _____

City, State, Zip _____

YOU MUST LIST THE REASON(S) WHY YOU ARE REQUESTING A TRANSFER

This section must be completed by the receiving district superintendent.

The above transfer(s) was approved disapproved on this _____ day of _____ 20____.

Typed Name of Receiving District Superintendent	Date	Telephone	Signature
--	------	-----------	-----------

Palestine Independent School District

Nonresident Student Request to Transfer Into the District

1. Student's name: _____

2. Current address: _____

3. School district in which student resides: _____

4. Parent's name: _____

5. Parent's address: _____

Home phone: _____ Work phone: _____ Cell phone: _____

6. Reason for transfer request: _____

7. Is either parent employed by the Palestine ISD? () Yes () No

8. Has the student ever been enrolled in Palestine ISD? () Yes () No

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

10. 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: _____

11. Has the student been expelled or removed to a DAEP for one or more days in the most recent school year? () Yes () No

During the preceding year: () Yes () No

12. Please complete the Texas Education Agency's Application for Transfer form attached.

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 Palestine 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.

Parent Signature _____

Date _____

Transfer Approved () Disapproved ()

Superintendent Signature _____

Date _____

Palestine Independent School District

Transfer Agreement

This Transfer Agreement establishes the terms and conditions for _____ (“student”) to attend the Palestine ISD public schools (“District”) as a transfer student for the _____ school year, although the student is a resident of the _____ 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 student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the Student Code of Conduct, throughout the entire school year. Acceptable levels are defined as:
 - a. Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn the parent or the student of truancy proceedings under Education Code 25.095;
 - b. Compliance with the District’s rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than 2 referrals are made within any grading period for other misconduct.
4. In accordance with Board policy FDA(LOCAL), the Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance or compliance with District rules and regulations, including the Student Code of Conduct. Notice of revocation will be sent to the district of residence.
5. If this agreement is revoked, revocation ordinarily will be effective at the end of a semester; however, the Superintendent has discretion to revoke the transfer immediately if the student’s continued attendance threatens the safety of other students or teachers or will be detrimental to the educational process.
6. The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.
7. 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.
8. Except as modified by this transfer agreement, the student will be subject to all policies, regulations, rights, privileges, and responsibilities of enrollment in the District as if he or she resided in the District.

The District and the parent agree that this transfer agreement is the entire agreement controlling the admission and enrollment of the student in the District for the _____ school year.

Parent’s signature _____

Date _____

Superintendent’s signature _____

Date _____

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)*

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, attendance records, and academic records.</p> <p>A student shall not be allowed to transfer into the District if he or she has not performed at or above grade level on the most recent state-mandated assessment and satisfied requirements for all academic courses from the previous school year, except in the case of a student eligible for special education services. Such student's academic records shall be reviewed, on an individualized basis, against the student's IEP and other relevant factors.</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.</p>
Tuition	<p>If the District charges tuition, the amount shall be set by the Board, within statutory limits. Tuition may be charged in accordance with administrative regulations.</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>