

FOR OFFICE USE ONLY:	Date Received _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Effective Date _____
Signature of District Student Transfer Office	Date Received: _____	Received by: _____		Date of Written Notification

Huntsville Independent School District
Intra/Inter District Transfer Application
 For School Year: 20__ - 20__

This application is to be completed by a parent or person standing in parental relation to any student requesting a transfer from a school in one residential attendance zone within the District to another school within the District. It also serves as an application for an inter-district transfer. This means a student who is outside of the district requesting enrollment into the district. This application must be completed and submitted to the District Student Transfer Office at Huntsville ISD Hawkins Administration Building to be considered for approval. Transfer requests, including renewals must be submitted by July 31, 2020.

Student Name: Last	First	Middle	Current Grade:	Current School Year:
Current Physical Address: Street			Student's Age:	Date of Birth:
City	State	Zip	Ethnicity:	Gender:
Name of Parents or Guardians:			Main Phone:	Cell Phone:
Transfer From: School Zone of Current Residence/District			Transfer to: Requested Assignment	
Special Services being provided at current school (Special Education, Section 504, G/T, ESL, Bilingual, etc.) include:				

Please check below the reason this request is being made:

Reasons for Approval	Reasons for Denial		
<p>The following are the acceptable reasons for granting an intra/inter district transfer according to Board Policy FDA/FDB (LOCAL):</p> <p><input type="checkbox"/> Change of Residence (indicate specific reason): <u>Elementary (K-4)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Remain at current school until end of current school year <input type="checkbox"/> Request one-time option to finish at current school (except when attendance zones are redrawn) <p><input type="checkbox"/> Child(ren) of District employee (attend school closest to employee's worksite as determined by the District Student Transfer Office)</p> <p><input type="checkbox"/> Child(ren) of District employee (with currently approved transfer) -- employee's job location changes due to reassignment [elects a one-time option to leave child(ren) at current campus]</p> <p><input type="checkbox"/> Child(ren) of District employee (with currently approved transfer) -- employee ceases to be a District employee during the school year [leave child(ren) at current campus until end of the current school year]</p> <p><input type="checkbox"/> Child(ren) of District employee (with currently approved transfer) – employee position/contract is terminated due to budgetary shortfall – leave child(ren) at current campus for one subsequent school year</p> <p><input type="checkbox"/> Allow siblings to attend same school that another sibling currently attends</p> <p><input type="checkbox"/> Victim of a documented physical assault (if person committing the assault is at victim's home campus)</p> <p><input type="checkbox"/> Student is a victim of documented bullying</p> <p><input type="checkbox"/> Documented, unresolved student conflicts exist on campus that cannot be addressed at the home campus</p> <p><input type="checkbox"/> Out of District Transfer (Inter) campus assignments for students will be made on a case by case basis. New students to the district must submit the following documents with the application: most recent Report Card, Discipline Report, High School Transcript, STAAR Test results (most recent), and utility bill with physical address. <i>K-12 grade only.</i></p>	<p>Reasons for denial shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Overcrowded condition at receiving campus or requires employment of additional staff • Record of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions at home campus • For purpose of participating in an extra-curricular activity at receiving campus • Previous transfer already granted for the academic year • Falsification of information • Failure to meet deadlines • Failure to meet district criteria for transfer • Student is not currently enrolled and attending the home campus 		
	<p>Reasons for Revocation</p> <p>Reasons for revoking the transfer shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Repeated failure to abide by the rules in the Discipline Management Plan and Student Code of Conduct, or student commits a disciplinary infraction that mandates removal to a DAEP or JJAEP • Documented pattern of late arrivals, early/late pick-ups, and/or poor attendance • Falsification of information • Continued enrollment at the campus may result in a fiscal burden to the District requiring additional staff and/or facility space to provide services to the student. 		
<p>If the student is a Huntsville ISD employee's child, provide employee's name and workplace:</p> <table style="width:100%;"> <tr> <td style="width:50%;">Employee's Name</td> <td style="width:50%;">Employee's Workplace</td> </tr> </table>		Employee's Name	Employee's Workplace
Employee's Name	Employee's Workplace		

This request is made with the full understanding of and agreement to the following:

1. Transportation will be provided by the district for a student who currently lives in the district and has an approved transfer. (High school students are not guaranteed parking privileges, if applicable.)
2. The transfer, once approved, shall remain in effect as long as the original reason for the transfer exists; however, the transfer must be renewed annually.
3. The student will only be allowed one transfer during a school year.
4. Transfer students must abide by the *Discipline Management Plan and Student Code of Conduct*. The principal may revoke the transfer for serious or persistent misconduct or shall revoke the transfer for any offense mandating in a mandatory DAEP or JJAEP placement.
5. A transfer may be revoked for a documented pattern of late arrivals, late pick-ups, and/or poor attendance.
6. A transfer may also be revoked if the student's continued enrollment requires additional staffing and/or facility space.
7. 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 and subject to fines under Section 37.10, *Penal Code*.
8. Approval of a district transfer does not guarantee UIL varsity athletic eligibility.

For each transfer application, complete the transfer application in its entirety. Incomplete transfer applications will not be processed. Once the transfer application has been submitted, you will be notified by the District Student Transfer Office. For questions or concerns contact the District Student Transfer Office at 936-435-6300.

PARENT/GUARDIAN	
In signing this form, the parent or person standing in parental relation to the student confirms that he/she has read and understands the information listed on this form and that the information provided is accurate.	
Parent/Guardian Signature	Date
E-mail address:	
Parent comments:	

----- DO NOT WRITE BELOW THIS POINT-----

DISTRICT STUDENT TRANSFER OFFICE REVIEW	
County-District Number 236-902	
Application meets one of the acceptable reasons for approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Recommendation recorded at top of page 1	

Copy To: ADA Clerk/Registrar and Principal
 Original: District Student Transfer Office