

**Silsbee ISD**  
**County-District # 100-904**  
**Transfer Application for Nonresident Students**

The completion of this application is a request for transfer only. Silsbee ISD will determine whether the transfer request is granted. The request is not granted until the Superintendent's signature appears on the Nonresident Student Transfer Agreement.

**NOTICE: A person making a false statement in this document or any other document for the purpose of school enrollment commits a criminal offense under §37.10 of the Texas Penal Code and is subject to imprisonment or fine. Further, a person enrolling a child under false documents violates §25.001 of the Texas Education Code and is subject to liability for tuition or costs under Texas Law.**

In 1995, the Texas Legislature created the Public Education Grant (PEG) program (TEC §§29.201 - 29.205). The PEG program permits parents whose children attend schools on the PEG list to request that their children transfer to schools in other districts. Included on the PEG list are campuses with passing rates on STAAR that are less than or equal to 50% in any two of the preceding three years.

**\_\_\_\_\_ Check here if you are requesting a transfer to Silsbee ISD because your home campus is on the PEG list.**

Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

School year and grade level for which application is being made: Year \_\_\_\_\_ Grade Level \_\_\_\_\_

Student's Social Security #: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_

Parent/Guardian Names: (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Address where Father resides: \_\_\_\_\_  
Street City State Zip

Address where Mother resides: \_\_\_\_\_  
Street City State Zip

Address where Student resides: \_\_\_\_\_  
Street City State Zip

Contact Information:

	Mother	Father
Home Phone Number		
Work Phone Number		
Cell Phone Number		
Email		

**PRIOR SCHOOL DISTRICT INFORMATION**

Current School District Where the Student Resides (School student <i>should</i> attend)			
District Name	Campus Name	Grade Level Last Attended in this District	Phone Number of Campus

School District Student Most Recently Attended (If different from district where student resides)			
District Name	Campus Name	Grade Level Last Attended in this District	Phone Number of Campus

**GENERAL INFORMATION**

Is the student a child of an employee of the Silsbee Independent School District?      YES      NO

Was the student enrolled in SISD the preceding year as a transfer student?      YES      NO

**ATTENDANCE INFORMATION**

Number of absences for current school year: \_\_\_\_\_

Number of absences for prior school year: \_\_\_\_\_

If the student missed more than 10% of the days in the current or prior school year, please provide an explanation: \_\_\_\_\_  
\_\_\_\_\_

**DISCIPLINE INFORMATION**

Has the student ever been suspended out of school, placed in a DAEP, expelled, or placed in JJAEP? If yes, explain: \_\_\_\_\_      YES      NO  
\_\_\_\_\_

Is the student currently on probation or other conditional release for a conviction of a criminal offense? If yes, explain: \_\_\_\_\_      YES      NO  
\_\_\_\_\_

Is the student on probation or other conditional release for delinquent conduct or conduct in need of supervision? If yes, explain: \_\_\_\_\_      YES      NO  
\_\_\_\_\_

**ACKNOWLEDGMENT:** Parent/Guardian must initial each of the following:

- \_\_\_\_\_ I understand that attendance at Silsbee ISD as a transfer student is a privilege, and as such, my student and I agree to abide by all aspects of the FDA(Local) policy and the terms of this Transfer Application.
- \_\_\_\_\_ I understand that my student will be expected to follow all rules and regulations of SISD, including those for student conduct and attendance, and that failure to do so may result in the revocation of the transfer agreement during the school year.
- \_\_\_\_\_ I understand that, if approved, the transfer is for a period of one school year only and, as stated above, subject to revocation during the school year. I understand that my student must reapply for transfer each year.
- \_\_\_\_\_ I understand that in determining whether my student will be permitted to enroll in SISD, the superintendent will consider the student's disciplinary record, attendance record, academic record, assessment record, and class size and space availability.
- \_\_\_\_\_ I understand that a campus administrator from the campus the student is applying for transfer will contact the student's current school to discuss the student's attendance, academics, and disciplinary status.
- \_\_\_\_\_ I understand that Silsbee ISD will not be responsible for transportation of my student to and from school. I will be responsible for the transportation of my child to and from school.
- \_\_\_\_\_ I understand that falsification of information is a Class A Misdemeanor and can lead to legal action.
- \_\_\_\_\_ I have received a copy of SISD Board Policies FDA(LEGAL) and FDA(LOCAL), regarding transfer students,
- \_\_\_\_\_ I have received a copy of the UIL eligibility requirements for academic, music, and athletic competition.
- \_\_\_\_\_ I understand that being approved for transfer in one school year creates no right or expectation that my student will be admitted as a transfer student in subsequent years. I further understand that admission of one student in a family creates no right or expectation that another student from the same family will be admitted as a transfer.
- \_\_\_\_\_ I understand that, if approved for transfer, I must contact the assigned school within ten (10) days of the date notification is received in order to obtain additional enrollment information.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

***For District Use Only***

Is space available at the required grade level?	YES	NO	reviewed by _____
Is disciplinary record acceptable?	YES	NO	reviewed by _____
Is attendance record acceptable?	YES	NO	reviewed by _____
Is academic record acceptable?	YES	NO	reviewed by _____
Is assessment record acceptable?	YES	NO	reviewed by _____

***Principal Recommendation (from campus student would attend in SISD if approved)***

\_\_\_\_\_ I am recommending this student NOT be approved as a transfer student.

\_\_\_\_\_ I am recommending this student be APPROVED as a transfer student.

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Principal \_\_\_\_\_ Date \_\_\_\_\_

***Superintendent Recommendation***

Student is: \_\_\_\_\_ NOT approved for admission as a transfer student

\_\_\_\_\_ APPROVED for admission as a transfer student

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Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## Silsbee ISD

### Student Transfer Application

### Verification from Current District

**Directions for Parent/Guardian:** Complete the student's name, social security number, district name, and campus name below and take this form to the campus where your child is currently enrolled and ask them to complete the remainder of the form. If your child was in multiple school districts or on multiple campuses in the current and prior school years, you may make copies of this form as needed.

**Directions for Campus/District:** The student listed below is applying for transfer enrollment in Silsbee ISD. Please provide the requested information to the student or parent for inclusion with the transfer application. Please provide the information for the most recent full school year and the current year if the application is being made during a school year.

Student's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Current School District: \_\_\_\_\_ Current Campus: \_\_\_\_\_

**DISCIPLINE INFORMATION**

Was the student suspended out of school, placed in a DAEP, or placed in JJAEP for one or more days in the current school year? YES NO

Was the student suspended out of school, placed in DAEP, expelled, or placed in JJAEP for one or more days in the preceding year? YES NO

To your knowledge, is the student currently on probation or other conditional release for conviction of a criminal offense? YES NO

To your knowledge, is the student currently on probation or other conditional release for delinquent conduct or conduct in need of supervision? YES NO

To your knowledge, did the student have any disciplinary referrals in the current or preceding school year? YES NO

**ATTENDANCE INFORMATION**

	Prior School Year (Specify Year)	Current School Year (Specify Year)
Number of Days the Student was Enrolled	_____	_____
Number of Days the Student was Absent	_____	_____
Number of Times Student was Tardy	_____	_____

\_\_\_\_\_  
Signature of Administrator Title Date

**STUDENT'S ACADEMIC RECORD:** Please provide the following for the student, if applicable:  
Current Academic Transcript; State Assessment Results; Achievement, Aptitude, and/or Readiness Results; Most Recent ARD; Most Recent 504 Information; Most Recent RTI Information

## UIL Eligibility Standards

The sole purpose of eligibility rules and contest regulations is to keep competition equitable and to maintain activities in proper perspective. It is the responsibility of each school to see that students do not compete unless they comply with all eligibility rules. It is also the responsibility of the student to observe and obey these standards. According to UIL standards, students are eligible to represent their school in interscholastic activities if they:

- have not graduated from high school,
- are full-time, day students in the school, and have been in regular attendance at the school since the 6th class day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition,
- are in compliance with state law and rules of the Commissioner of Education, (see TEA-UIL Side By Side at: <http://www.uil-texas.org/policy/tea-uil-side-by-side>)
- are enrolled in a four year, normal program of high school courses, and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade not more than 3 years ago,
- were not recruited,
- are not in violation of the awards rule, and
- meet the specific eligibility requirements for academic, music and/or athletic competition.

### Eligibility for Academic Contests

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- meet all the requirements above, and
- have not changed schools for the purpose of participating in a UIL academic contest.

### Eligibility for Music Contests

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- meet all the requirements above, and
- have not changed schools for the purpose of participating in a UIL music contest.

### Eligibility for Athletic Contests

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- meet all the requirements above,
- are less than 19 years old on September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year,
- live with their parents inside the school district attendance zone their first year of attendance (see your school administrator for exceptions),
- have not moved or changed schools for athletic purposes,
- have not violated the athletic amateur rule, and
- were eligible according to the fifteen day rule and the residence rule prior to district certification.

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LEGAL)

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. *Education Code 25.035*

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. *Education Code 25.036* [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. *Education Code 25.032* [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. *Education Code 25.037*

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. *Education Code 25.038*

TUITION FOR  
EDUCATION  
OUTSIDE DISTRICT

Home districts that do not offer each grade, K-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 Section 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 M&O revenue per enrollee, the excess debt revenue per enrollee, and the base tuition limit, as calculated in accordance with 19 TAC 61.1012(b).

*Education Code 25.038, 25.039; 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)*



ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

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>
REVOCATION OF TRANSFER	<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, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation shall be set in accordance with the written transfer agreement.</p> <p>Written notification of any transfer revocation shall be sent to the school district of residence or to the school district at which the student most recently attended.</p>
TRANSPORTATION	<p>The District shall not provide transportation for transfer students who reside in another school district. The parent or the student shall be responsible for transportation to and from the District campus to which the student is assigned.</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>

Silsbee ISD  
100904

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

NONPAYMENT

The District may initiate withdrawal of students whose tuition payments are delinquent.

APPEALS

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

DATE ISSUED: 5/25/2011  
LDU 2011.01  
FDA(LOCAL)-X

ADOPTED:

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