

## Gladewater ISD Transfer Procedures



Complete the Nonresident Student Request to Transfer into the District Form

Complete the Gladewater ISD Transfer Agreement

Read the FDA (Local) Policy

Read the FDA (Legal) Policy

Submit the completed Transfer papers to the campus principal for the grade your child will be attending

The campus principal will approve/disapprove and forward to the Superintendent for approval/disapproval

You will receive a letter of acceptance or denial

Please note:

Gladewater ISD does not require a transfer fee.

Your student will have to meet all criteria listed in TASB Policy – FDA (Local)

Transfers are approved for one school year only. All students must re-apply each year. The approval of a transfer does not guarantee transfer approval for the following school year.

### Gladewater ISD Campuses

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Gladewater Primary  
Weldon Elementary  
Gladewater Middle School  
Gladewater High School

Pre-Kindergarten, Kindergarten, First Grade  
2<sup>nd</sup> – 5<sup>th</sup> Grade  
6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade  
9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Grade

GLADEWATER ISD

2018-19

NONRESIDENT STUDENT REQUEST TO TRANSFER INTO THE DISTRICT

1. Student's name: \_\_\_\_\_

2. Student's social security number: \_\_\_\_\_

3. Student's Ethnicity: \_\_\_\_\_

4. Current address: \_\_\_\_\_

\_\_\_\_\_

5. School district / campus in which student resides: \_\_\_\_\_

6. Parent's name: \_\_\_\_\_

7. Parent's address: \_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

8. Reason for transfer request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Is either parent employed by the Gladewater ISD:  Yes  No

10. Has the student ever been enrolled in Gladewater ISD?  Yes  No

11. Student's grade level for year of requested transfer: \_\_\_\_\_

12. Does student have a sibling(s) requesting a transfer to our district?  Yes  No

13. Grade level of transferring sibling, if applicable \_\_\_\_\_

14. 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: \_\_\_\_\_

\_\_\_\_\_

15. 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

If yes to either question, for what offense(s)? \_\_\_\_\_

\_\_\_\_\_

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 Gladewater 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 \_\_\_\_\_

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**This section must be completed by the receiving district principal:**

The above transfer was approved \_\_\_\_\_ disapproved \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

List reason for disapproval \_\_\_\_\_

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Principal's Signature

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**This section must be completed by the receiving district superintendent:**

The above transfer was approved \_\_\_\_\_ disapproved \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

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Superintendent

**GLADEWATER ISD**  
**TRANSFER AGREEMENT**

This Transfer Agreement establishes the terms and conditions for \_\_\_\_\_ ("student") to attend the Gladewater ISD public schools ("District") as a transfer student for the 2018-2019 school year, although the student is not a resident of the Gladewater 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 2018-2019 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 parent or the student will be responsible for transportation to and from the District school to which the student is assigned.
4. 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.
5. 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.
6. 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.

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 2018-2019 school year.

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

Superintendent's signature \_\_\_\_\_

Date \_\_\_\_\_

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 senior who becomes a nonresident during the course of a semester shall be permitted to continue in tuition-free attendance for the remainder of the school year. A transfer student who is a senior and who attended District schools in the previous year shall be permitted to attend tuition-free.</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 individualized education program (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.</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>
TRANSPORTATION	<p>A nonresident student admitted under this policy shall be responsible for providing his or her own transportation.</p>
APPEALS	<p>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</p>

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. <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)*