

## Gladewater ISD Transfer Procedures



Complete the Nonresident Transfer Request Form

Complete the Gladewater ISD Transfer Agreement

Read the FDA (LOCAL) Policy

Read the FDA (LEGAL) Policy

- > Submit the completed Transfer Request form to the campus Principal for the grade your child will be attending in **2024-2025**
- > 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 **must** meet all criteria listed in TASB Policy – FDA(LOCAL) which is included with this packet

**Transfers are for one (1) 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  
100 W. Gay Ave.

Pre-K, Kindergarten & 1st Grade

Weldon Elementary  
314 E. Saunders

2nd, 3rd, 4th and 5th Grade

Gladewater Middle School  
414 S. Loop 485

6th, 7th and 8th Grade

Gladewater High School  
2201 W. Gay Ave.

9th, 10th, 11th and 12th Grade

***ACHIEVING EXCELLENCE TOGETHER***

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

<b>Authority</b>	<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>
<b>Transfer Requests</b>	<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>
<i>Factors</i>	<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>
<b>Transfer Agreements</b>	<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>
<b>Tuition</b>	<p>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</p>
<b>Waivers</b>	<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>
<b>Nonpayment</b>	<p>The District may initiate withdrawal of students whose tuition payments are delinquent.</p>
<b>Transportation</b>	<p>A nonresident student admitted under this policy shall be responsible for providing his or her own transportation.</p>
<b>Appeals</b>	<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. *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]

**Transfer to a District  
Offering In-Person  
Instruction**

If a district provides notice to the parent or person standing in parental relation to a student enrolled in the district of the district's intent to offer only virtual instruction for more than one grading period during a school year, the student may transfer for that school year to another district that offers in-person instruction during that school year and accepts the student's transfer.

"Virtual instruction" means instructional activities delivered to students primarily over the internet.

A student who transfers to another school district under this section may not be charged tuition. The student is included in the average daily attendance of the district in which the student attends school.

*Education Code 25.045*

**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]

**Transportation**

A board may establish and operate an economical public school transportation system outside the district if students enrolled in the district reside outside the district and the district meets the requirements of Education Code 34.007(a)(3) [see CNA]. *Education Code 34.007(a)*

**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*

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LEGAL)

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)*

GLADEWATER ISD

2024-2025

*NONRESIDENT TRANSFER REQUEST FORM*

1. Student's name: \_\_\_\_\_
2. Student's social security number: \_\_\_\_\_
3. Student's date of birth: \_\_\_\_\_
4. Student's Ethnicity: \_\_\_\_\_
5. Current address: \_\_\_\_\_  
\_\_\_\_\_
6. School district in which student resides: \_\_\_\_\_
7. Parent's name: \_\_\_\_\_
8. Parent's address: \_\_\_\_\_  
\_\_\_\_\_
- Home/Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_
9. Reason for transfer request: \_\_\_\_\_  
\_\_\_\_\_
10. Is either parent employed by the Gladewater ISD: ☐ Yes ☐ No
11. Has the student ever been enrolled in Gladewater ISD? ☐ Yes ☐ No
12. Student's grade level for **2024-2025**: \_\_\_\_\_
13. Does student have a sibling(s) requesting a transfer to our district? ☐ Yes ☐ No
14. Grade level of transferring sibling, if applicable: \_\_\_\_\_
15. 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:  
\_\_\_\_\_  
\_\_\_\_\_
16. 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 \_\_\_\_\_

**REMINDER:**

***Return this form to the Principal at the campus in which your student will be attending for 2024-2025***

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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 \_\_\_\_\_, 2024.

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

\_\_\_\_\_  
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 \_\_\_\_\_, 2024.

\_\_\_\_\_  
Dr. Sedric Clark  
Superintendent

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## 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 **2024-2025** 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 **2024-2025** 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 **2024-2025** school year.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_