



## 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 **2025-2026**
- > 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 need to meet all criteria listed in TASB Policy – FDA (LOCAL) which is included

Transfers are approved 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.

Weldon Elementary  
314 E. Saunders

Gladewater Middle School  
414 S. Loop 485

Gladewater High School  
2201 W. Gay Ave.

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

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LEGAL)

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**Note:** The Board has adopted an innovation plan<sup>1</sup> that affects application of provisions in this legally referenced policy.

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**Agreement Between Districts**

The boards of two or more adjoining school districts or the boards of county school trustees of two or more adjoining counties may, by agreement and in accordance with Education Code 25.032-.034, arrange for the transfer and assignment of any student from the jurisdiction of one board to that of another. In the case of the transfer and assignment of a student under this provision, the participating governing boards shall also agree to the transfer of school funds or other payments proportionate to the transfer of attendance. *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.

**Discipline and Threat Assessment Records**

In the case of a transfer under this provision, a child's district of residence shall provide the receiving district with the child's disciplinary record and any threat assessment involving the child's behavior conducted under Education Code 37.115 [see FFB].

*Education Code 25.036* [See FD for placement of transfer students.]

**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**

A 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]

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| <b>Transportation</b>                    | 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]. <i>Education Code 34.007(a)</i>   |
| <b>Funding for Transfers</b>             | 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>   |
| <b>Credits and Records</b>               | 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. <i>19 TAC 74.26(a)(1)</i>   |
| <b>Nonpublic Schools</b>                 | 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. A district may use a wide variety of methods to verify the content of courses for which a transfer student has earned credit. <i>19 TAC 74.26(a)(2)</i>   |
| <b>Tuition Fee for Transfer Students</b> | A receiving 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 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>  |
| <b>Transfer by Servicemember Request</b> | <p>On request of a servicemember who is a parent of or person standing in parental relation to a student, the board or the board's designee shall transfer the student to another district campus or to another school district under an agreement under Education Code 25.035 [see Agreement Between Districts, above].</p> <p>"Servicemember" means an active duty member of the armed forces of the United States, a reserve component of the armed forces of the United States, or the Texas National Guard.</p> <p>A transfer under this provision must be to the campus or district, as applicable, selected by the servicemember making the request.</p> |

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A district is not required to provide transportation to a student who transfers to another campus or district under this provision.

*Education Code 25.0344*

**Transfer by Peace  
Officer Request**

On request of a peace officer who is a parent of or person standing in parental relation to a student, the board or the board's designee shall transfer the student to another district campus or to another district under an agreement under Education Code 25.035.

"Peace officer" has the meaning assigned by Occupations Code 1701.001.

A transfer under this provision must be to the campus or school district, as applicable, selected by the peace officer making the request.

A district is not required to provide transportation to a student who transfers to another campus or district under this provision.

*Education Code 25.0344*

**Transfers to  
Adjoining States**

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**Note:** The following provision applies to a district located on the border of an adjoining state.

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Any student who would be entitled to attend the public school of any district situated on the border of Louisiana, Arkansas, Oklahoma, or New Mexico and who may find it more convenient to attend the public school in a district in one of those contiguous states, may have the state and county per capita apportionment of the available school funds paid to the school district of the contiguous state and may have additional tuition, if necessary, paid by the district of residence on such terms as may be agreed upon by the trustees of the receiving district and the trustees of the residence district. *Education Code 25.040*

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**Contracts for  
Education Outside  
Districts**

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**Note:** The following section applies only to districts that do not offer all grades, kindergarten-grade 12.

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A district that does not offer each grade, kindergarten-grade 12, may provide by contract for students residing in the district who are at grade levels not offered by the district to be educated at those grade levels in one or more other districts. In each contract, the districts also shall agree to the transfer of school funds or other payments proportionate to the transfer of attendance.

**Tuition**

The district in which the students reside shall pay tuition to any district with which it has a contract under this section for each of its

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students attending school in that district at a grade level for which the district has contracted. The amount of the tuition paid may not exceed the greater of the amount provided for by Education Code 25.038 [see above], or an amount specified by commissioner rule [see below].

A district is not required to pay tuition to any district with which it has not contracted for the attendance by any of its students at a grade level for which it has contracted under this provision with another district.

A contract under this provision may not be for a period exceeding five years.

*Education Code 25.039*

*Definitions*

"Home district" means a district of residence of a transferring student.

"Receiving district" means a district to which a student is transferring for the purpose of obtaining an education.

"Tuition" means an amount charged to the home district by the receiving district to educate the transfer student.

*Tuition Allotment  
of the Home  
District*

For the purposes of calculating the tuition allotment of the home district as authorized by Education Code 48.154, the amount of tuition that may be attributed to a home district for a transfer student in payment for that student's education may not exceed an amount per enrollee calculated for each receiving district. The calculated limit applies only to tuition paid to a receiving district for the education of a student at a grade level not offered in the home district. Tuition may be set at a rate higher than the calculated limit if both districts enter a written agreement, but the calculated tuition limit will be used in the calculation of the tuition allotment for the home district. The calculation will use the most currently available data in an ongoing school year to determine the limit that applies to the subsequent school year. For purposes of this provision, the number of students enrolled in a district will be appropriately adjusted to account for students ineligible for the Foundation School Program funding and those eligible for half-day attendance.

*Calculated  
Tuition Limit*

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 19 Administrative Code 61.1012(b)(2)-(3).

*Notification and  
Appeal Process*

In the spring of each school year, the commissioner will provide each district with its calculated tuition limit and a worksheet with a description of the derivation process. A district may appeal to the

commissioner if it can provide evidence that the use of projected student counts from the LPE in making the calculation is so inaccurate as to result in an inappropriately low authorized tuition charge and undue financial hardship. A district that used significant nontax sources to make any of its debt service payments during the base year for the computation may appeal to the commissioner to use projections of its tax collections for the year for which the tuition limit will apply. The commissioner's decision regarding an appeal is final.

*19 TAC 61.1012*

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<sup>1</sup> Innovation Plan: <https://www.gladewaterisd.com/>

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

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**Note:** This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>

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**Authority**

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.

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.

**Transfer Requests**

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent. Transfers shall be granted for one regular school year at a time.

**Factors**

In approving transfers, the Superintendent shall consider availability of space and instructional staff and the student's disciplinary history, attendance records, and academic records.

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.

**Transfer  
Agreements**

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District.

In accordance with the District's innovation plan, the District is exempt from the requirement for transfers to be for a one-year period. Therefore, violation of the terms of the agreement may result in revocation of the agreement during the school year or a transfer request not being approved the following year.

**Tuition**

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

**Waivers**

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian.  
[See FP]

**Nonpayment**

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

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**Transportation**

A nonresident student admitted under this policy shall be responsible for providing his or her own transportation.

**Appeals**

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

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<sup>1</sup> Innovation Plan: <https://www.gladewaterisd.com/>



GLADEWATER ISD

**2025-2026**

*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 **2025-2026**: \_\_\_\_\_
13. Does student have a sibling(s) requesting a transfer to our district? ☐ Yes ☐ No  
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 \_\_\_\_\_, 202\_\_.

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 \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Rae Ann Patty  
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 **2025-2026** 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 **2025-2026** 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 or student's transfer being revoked for 2025-2026 according to LOCAL Policy.

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 **2025-2026** school year.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_