

HENDERSON INDEPENDENT SCHOOL DISTRICT
OUT-OF-DISTRICT TRANSFER APPLICATION
2011-2012

Please find enclosed the Texas Education Agency Application to Transfer for the 2011-2012 school year. If you wish for your student(s) to attend Henderson I.S.D. please complete this form **where indicated by the "x"** and return to the Superintendent's Office.

All out-of-district transfer applications will be considered on an individual basis. The guidelines below will be used to determine out-of-district transfer approval and are in place to ensure consistency in our process. **Please read then initial each statement below indicating that you understand transfer conditions.**

_____ Students being considered for transfer must: (1) be prompt arriving at school, (2) have regular attendance, (3) maintain passing grades and have acceptable academic progress, (4) have not been or are not a discipline problem, (5) be picked up immediately after school is dismissed, and (6) avoid leaving before school is dismissed. If any one of these becomes a problem, the campus principal will notify the Deputy Superintendent and the transfer will be considered for revocation. If a transfer is revoked the student's parent or guardian will be notified to withdraw the student from Henderson ISD.

_____ For first-time requests, applicant must provide documentation of grades, test scores, attendance records, discipline records and other requested records from previous school.

_____ Out-of-district transfers will not be approved if such a transfer creates a need for additional staffing, changes in classroom space, results in an enrollment imbalance, or causes a potential disruption of the educational programs at the requested school.

_____ Sibling status will not guarantee transfer approval. Siblings must meet criteria for transfer eligibility.

_____ Henderson ISD reserves the right to limit or restrict out-of-district transfers to any campus.

_____ Transfer requests will be accepted through May 31 of each year for the following school year.

_____ Should there be classroom space available, HISD may accept transfer applications during the last two weeks in July for the following school year.

_____ Should there be classroom space available, HISD may accept transfer applications during the last week in November and first week of December for the second semester of the current school year.

_____ Transfer applications with missing or incomplete information will not be processed.

Henderson ISD
201902

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(EXHIBIT)

Date Received in
office:

TEXAS EDUCATION AGENCY
Division of Equal Education Opportunity

HENDERSON ISD
District Name

201902
County-District Number

Application for Transfer
Year: 2011-2012

(x) Student's Legal Name: _____

(x) Sex M / F

(x) SS# _____

(x) Ethnic Code: _____

(Ethnic codes: 01-American Indian; 02-Asian; 03-African American; 04-Hispanic; 05-Anglo)

(x) Date of Birth _____

(x) In what district should your child attend school? _____

(x) District child attended in 2010-2011: _____

(x) Grade the child will be in for the 2011-2012 school year: _____ (Henderson ISD will not accept transfer students for Pre-kindergarten and Head Start classes.)

(x) How many times has student changed schools within the past three years? _____

(x) Has student been assigned to a Disciplinary Alternative Education Program or In-School Suspension (ISS) within the past three years? _____yes _____no If "Yes," please explain:

(x) List siblings enrolled in school: _____

(x) Check one: First-Time to submit a transfer request Renewal of last year's transfer

(x) Are you an **employee** of Henderson ISD? _____yes _____no

(x) Is the child a senior, and first year at Henderson? _____yes _____no

PLEASE NOTE: For approval of first-time transfer into Henderson Independent School District, the following documentation must be provided prior to any transfer decisions being made. **Please place a check mark next to the documents submitted with this application. *Transfer requests will not be considered until all documents are received.***

- ___ (1) Copy of the most current **TAKS scores**, if you are new to HISD.
- ___ (2) Copy of current **report card with attendance**, if you are new to HISD.
- ___ (3) Copy of **birth certificate**, if you are new to HISD.
- ___ (4) Copy of **shot records**, if you are new to HISD.
- ___ (5) Copy of **Social Security card**, if you are new to HISD.
- ___ (6) Copy of **discipline records**, if you are new to HISD.
- ___ (7) Copy of the most **current transcript**, if a high school transfer, if you are new to HISD.
- ___ (8) Copy of the most **current ARD**, if a special education student, if you are new to HISD.
- ___ (9) Copy of the **student's drivers license**, if applicable, if you are new to HISD.

The expectation for acceptance as an out-of-district transfer is high. The following guidelines must be met when the decision for acceptance or denial is considered. **Please read then initial each statement below indicating that you understand transfer guidelines.**

- _____ (1) Every report card grade must be 80 or above in each subject. Kindergarten students must be performing above the level needed for remedial assistance.
- _____ (2) Students must have passed the most recent TAKS test taken in all areas.
- _____ (3) No more than three (3) absences per semester are allowed.
- _____ (4) No more than three (3) late arrivals or early pickups are allowed.
- _____ (5) The student must have an excellent conduct history and have no behavior concerns or pending discipline.
- _____ (6) Must have the required number of credits to be able to graduate in 4 years (high school)

I understand that this agreement is only valid for the 2011-2012 school year. _____ (please initial)

All out-of-district transfer approvals are conditional. I understand that if the student identified herein shows a lack of academic progress, creates behavioral or attendance problems, or tardiness may be immediately withdrawn by school officials from enrollment in Henderson ISD or the transfer request may not be approved for the subsequent year. _____ (please initial)

Parent / Guardian Signature

Date

Henderson ISD
201902

ADMISSIONS
INTERDISTRICT TRANSFERS

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OUT OF DISTRICT TRANSFER ADDENDUM

____ Exception

I recommend that this student be accepted as a transfer for the following reason(s), even though one or more of the above criteria have not been met.

Justification: _____

Principal

Date

Deputy Superintendent Signature

Date