

Cross Roads ISD Local Transfer Guidelines

1. The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged. All full time employees' children as approved by the Board or designee shall be exempted from the requirement to pay tuition.
2. Cross Roads ISD may accept grades Pre-K-12 to be considered as transfer students.
3. Transfer student fees shall be \$0 per year for grades Pre-K-12 for the 2018-2019 school year.
4. The transfer student shall be passing all subjects taken at the sending school and be eligible for promotion to the next grade. The student must be eligible for promotion at Cross Roads ISD to remain at Cross Roads ISD.
5. The student shall be of proper age for their class.
6. The student must not be a discipline problem at the sending school or a discipline problem while attending Cross Roads ISD.
7. The transfer student must have passed his/her STAAR exams at the sending school. While attending Cross Roads schools, STAAR scores will be considered for transfer approval.
8. The transfer student may not transfer for athletic purposes.
9. The transfer student may not create a class overload.
10. The principal, counselor, and teacher committee at the end of each semester, or as called, will review transfer student records.
11. The student must not have a record of excessive absences from the sending school or have excessive absences while attending Cross Roads ISD.
12. The transfer student will meet any other criteria set by the superintendent or designee.
13. These guidelines will be supplementary to Cross Roads ISD policy FDA (Legal and Local).
14. A student transfer may be revoked if he/she is found to be in violation of Board policy, administrative guidelines, or transfer guidelines.
15. The parent/guardian and transferring student must be present at the time of the transfer interview with the campus principal. Guidelines and applications must be acknowledged by all parties prior to approval. A minimum of three-day waiting period may be required before a transfer is accepted after the application process is completed.
16. The transfer student must meet all eligibility requirements. Contracts on homes may be considered for eligibility for transfer and should be dated for completion or closing within the semester the student first applies.

We are accountable for the welfare of the students in the Cross Roads ISD. If we can benefit students wishing to transfer to our school, that is a bonus. We ask that transfer applicants please understand our position in not jeopardizing our commitment to quality education. If accepted as a transfer, the student must work within the guidelines of this system in order to maintain the privilege of attending Cross Roads ISD. Transfers may be revoked during the school year if the student is not in compliance with Cross Roads ISD policy, transfer guidelines or administrative policy.

We are submitting a closing date/construction contract to apply for transfer eligibility.  Yes  No

I acknowledge that I have read and understand these transfer guidelines and requirements.

Student is  approved  not approved  approved on a 1 year probationary status

Reason(s) for probationary status: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

Date

\_\_\_\_\_  
Student

Date

\_\_\_\_\_  
Principal

Date

\_\_\_\_\_  
Superintendent

Date

Name of school student is currently attending \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING

### Application for Transfer Form

**In addition to the attached Student Transfer Application, please provide the following documents:**

- Report cards for the most recent three school years
- STAAR results for the most recent three school years
- Campus contact information of current or last school attended

The Transfer Application should be completed according to the column instructions listed below. This form should be completed in duplicate by the receiving district office. For audit purposes, one copy should be retained by the receiving district office and one copy should be mailed to and retained by the sending district office. Use the *Texas School Directory* for county-district and campus numbers.

**INSTRUCTIONS SHADED GRAY AND WITH (\*\*) REFERS TO  
SHADED AREAS ON THE FRONT OF THE FORM THAT ADMINISTRATION FILLS OUT.**

### **COLUMN INSTRUCTIONS**

#### **Student's Name**

Enter the student's name

#### **Ethnic Code**

Enter the appropriate ethnic code using the following designations:

- (1) = American Indian or Alaskan Native
- (2) = Asian or Pacific Islander
- (3) = Black, not Hispanic
- (4) = Hispanic
- (5) = White, not Hispanic

#### **\*\*Attendance Data (Current Year)**

Enter the current county-district number and the campus number for the student (current district of residence).

#### **\*\*County-District Number (Prior Year)**

Enter the county-district number for the student (prior school year).

#### **Grade**

Enter the grade to which the student will be assigned for the regular academic programs or special education programs during the next school year.

#### **\*\*Campus Number (Receiving District)**

Enter the campus number to which the student will be assigned in the receiving district during the next school year.

#### **Student's Name, Social Security, and Birthday Information**

Enter the student's name in the first column.

Enter the student's social security number in the second column.

Enter the student's birthday in the third column

**Application for Transfer**  
FY 2018-2019

**Authority for Data Collection:** Texas Education Code 21.601; Civil Action 5261, Section A  
**Planned Use of Date:** To complete the report required by Federal Court Order Civil Action 5261.  
**Instructions:** This form must be used for all student transfers within the State of Texas, including hardship. Column instructions can be found on the reverse side of this form. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form. For further information, contact the Division of Equal Education Opportunity at (512) 463-9671.

District of Residence: \_\_\_\_\_ School District Attended in 2017-2018: \_\_\_\_\_

(Please do not fill in shaded boxes. Shaded areas are for Administration use only.)

Student's Name	Ethnic Code	Current Attendance Date Student's Residence		District Student Attended Prior Year	Grade for 2018/2019 School Yr	Campus Assigned/ Receiving District
		Co. Dist. No.	Campus No.	Co. Dist. No.		Campus No.

Student's Name	Social Security Number	Birthday

This section must be completed by parent or guardian:  
 I have been informed of the receiving district's policy concerning tuition charges, if any, for a transferred student whose grade is taught in the student's district of residence: and I accept responsibility for the payment of tuition.

Signed: \_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

This Section must be completed by the receiving District Superintendent.  
 The above transfer(s) was:  approved /  disapproved on: \_\_\_\_\_

Typed Name of Receiving District Superintendent Richard Tedder	Date	Telephone (903) 489-2001	Superintendent's Signature
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