

Confirmation of Receipt at District Admin Office:

Signature and Date

**CANYON INDEPENDENT SCHOOL DISTRICT
APPLICATION FOR OUT-OF-DISTRICT TRANSFER
2017-2018**

Planned Use of the Data: Administration of the transfer laws, rules and regulations.
Instructions: All Requested information must be completed in order to process transfers for students within the State of Texas.
Instructions are on page 2 of this form.

PARENT OR GUARDIAN MUST COMPLETE THIS SECTION:

STUDENT'S NAME (PLEASE PRINT)	STUDENT'S CISD SCHOOL ID#	STUDENT'S SOCIAL SECURITY# OR STATE ID#	ETHNICITY	GENDER	DATE OF BIRTH
Name of CISD school requested: _____ 2017-18 Grade: _____ Reason Code: _____ (See page 2)					
If transfer reason code is K, please explain: _____ _____					
District and campus attended prior year: _____					
Name of school district and campus serving your residence: _____					
Siblings who are requesting transfer: Name _____ Grade _____ School Requesting _____ Name _____ Grade _____ School Requesting _____					
Is Parent/Guardian employed at CISD? If yes, list what campus or location _____					
Check if applicable: <input type="checkbox"/> My child is assigned to a low performing school outside of CISD and I request a transfer under the Public Education Grant Program.					
Parent's/Guardian's Name (PLEASE PRINT BELOW)			Parent's/Guardian's Signature (PLEASE SIGN BELOW)		
Street Address:			City, State, Zip:		
Work Telephone #:			Home Telephone #:		

DISTRICT PERSONNEL MUST COMPLETE THIS SECTION:

RECEIVING SCHOOL PRINCIPAL'S DECISION: (CIRCLE ONE) APPROVED NOT APPROVED _____ Receiving Principal's Signature Date	DISTRICT ADMINISTRATION DECISION (CIRCLE ONE) APPROVED NOT APPROVED _____ District Administration Signature Date

**Please submit completed form to the principal of the campus you want your child to attend.
The campus will forward the form to the District Administration office for final approval.**

Instructions for Completing APPLICATION FOR OUT-OF-DISTRICT TRANSFER

INSTRUCTIONS FOR COMPLETION OF FORM:

<i>Student's Name</i>	Print the student's legal name. Use one form for each student.
<i>Student's ID#</i> <i>Student's Social Security #</i>	Insert the student's five-digit identification number OR Insert the student's social security number.
<i>Ethnicity</i>	Enter the appropriate ethnic code using the following definitions: (1) = American Indian or Alaskan Native (2) = Asian or Pacific Islander (3) = Black, not Hispanic (4) = Hispanic (5) = White, not Hispanic
<i>Date of Birth</i>	Enter the month, date, and year of student's birth.

OTHER INSTRUCTIONS:

<i>Reason for Transfer Request</i>	Enter the one letter or letters that corresponds with the student's reason for transferring to the Canyon Independent School District.
<p>A. Student taking academic courses needed for graduation and not offered in the district of residence.</p> <p>B. Graduating senior who has attended the receiving district for at least the two previous years.</p> <p>C. Student with two working parents, or whose sole parent works (in a single-parent home), and no childcare facility is located in the sending district. Only children less than ten years of age will be considered as needing child care unless it can be demonstrated that a child suffers a handicap, which renders him or her incapable of self-care.</p> <p>D. Student whose health or safety is involved. 1) Health: Documentation from a medical doctor delineating specific medical reasons must be obtained and on file. 2) Safety: Both superintendents involved must acknowledge the validity of the safety issue for which the transfer is granted.</p> <p>E. Student whose parent/guardian is employed by the receiving district and currently contributes to the Texas Teacher Retirement System.</p> <p>F. Student whose home is more than 20 miles closer to the receiving school than the school of residence.</p> <p>G. Student transferring to a regional day school for the deaf. (CA 5281)</p> <p>H. Special education student from district where the special education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to guidelines by the receiving district. (CA 5281)</p> <p>I. Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 25.039)</p> <p>J. Student transferring from a low-performing school under the Public Education Grant program.</p> <p>K. Student does not qualify for any other exemptions/hardships.</p>	

**CANYON INDEPENDENT SCHOOL DISTRICT
TRANSFER AGREEMENT
2017-2018**

This Transfer Agreement establishes the terms and conditions for the named student to attend a Canyon ISD school as a nonresident transfer student for the current school year. The student's parent or other person having lawful control of the student, request that the student be permitted to attend a CISD school and agree 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 student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the Student Code of Conduct, throughout the entire school year. Acceptable levels are defined as:
 - a. Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn the parent or the student of truancy proceedings under Education Code 25.095
 - b. Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than 3 referrals are made within any grading period for other misconduct.
4. In accordance with Board policy FDA (LOCAL), the Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance or compliance with District rules and regulations, including the Student Code of Conduct, or may initiate withdrawal of a student whose tuition payments are delinquent. Notice of revocation will be sent to the district of residence.
5. The District will charge tuition in the amount of **\$0.00** per year.
6. If this agreement is revoked, revocation ordinarily will be effective at the end of a semester; however, the Superintendent has discretion to revoke the transfer immediately if the student exhibits behavior that threatens the safety of other students or teachers or for reasons that will be detrimental to the educational process. If this agreement is revoked for nonpayment of tuition, revocation will be effective immediately.
7. The parent of the student will be responsible for transportation to and from the District school to which the student is assigned.
8. 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.
9. 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.

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 Canyon ISD's policies FDA (LEGAL) and FDA (LOCAL). 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/Guardian's signature: _____

Date: _____