



Silsbee Independent School District

415 Highway 327 West | Silsbee, Texas 77656 | 409-980-7800

Transfer Application for Nonresident Students

The completion of this application is a request for transfer only. In accordance with Board Policy FDA (LOCAL), the Superintendent or designee shall consider availability of space, instructional staff, cost and impact on a campus or the District, and the student's disciplinary history and attendance records. The request is not granted until the Superintendent or designee's signature appears on the Transfer Application.

NOTICE: A person making a false statement in this document or any other document for the purpose of school enrollment commits a criminal offense under §37.10 of the Texas Penal Code and is subject to imprisonment or fine. Further, a person enrolling a child under false documents violates §25.001 of the Texas Education Code and is subject to liability for tuition or costs under Texas law.

In 1995, the Texas Legislature created the Public Education Grant (PEG) program (TEC §29.201-29.205). The PEG program permits parents whose children attend schools on the PEG list to request that their children transfer to schools in other districts. Included on the PEG list are campuses with passing rates on STAAR that are less than or equal to 50% in any two of the preceding three years.

 Check here if you are requesting a transfer to SISD because your home campus is on the PEG list.

Student's Full Legal Name: _____ Today's Date: _____

School year and grade level for which this application is being made: Year _____ Grade Level _____

Student's Social Security #: _____ Students Date of Birth: _____
mm/dd/yyyy

Parent/Guardian Names: (Father) _____ (Mother) _____

Address where Father resides: _____
Street City State Zip

Address where Mother resides: _____
Street City State Zip

Student resides with: Father Mother Other: _____
Other Name

Relationship: _____

Address: _____
Street City State Zip

Contact Information:

	Mother	Father	Other
Home Phone Number			
Cell Phone Number			
Work Phone Number			
Email			

Name of siblings: _____ Grade Level _____

_____ Grade Level _____

_____ Grade Level _____

*****Separate Transfer Application required for each student*****

Reason for Transfer _____

PRIOR SCHOOL DISTRICT INFORMATION

School District Student currently lives in: _____

School District Student last attended: _____ Campus: _____ Grade: _____

Was the student enrolled in SISD the preceding year as a transfer student? Yes No

Special Programs that apply: ESL 504 GT Sp Ed Speech Other: _____

GENERAL INFORMATION:

Is the student a child of an employee of SISD? Yes No - If yes, name of employee _____

ATTENDANCE INFORMATION:

Students missing more than 10% of school days may lead to rejection of the transfer application.

Number of Absences for the current school year: _____ prior school year: _____

If the student missed more than 10% of school days in the current or prior year, please provide an explanation:

DISCIPLINE INFORMATION:

Prior serious or persistent misbehavior may lead to rejection of the transfer application. "Serious or persistent misbehavior" is defined as suspensions (in school or out of school), alternative school placements, or expulsions.

Has the student ever been suspended out of school, placed in a DAEP, expelled, or placed in JJAEP? If yes, explain: _____

Yes No

Is the student currently on probation or other conditional release for a conviction of a criminal offense? If yes, explain: _____

Yes No

Is the student on probation or other conditional release for delinquent conduct or conduct in need of supervision? If yes, explain: _____

Yes No

ACKNOWLEDGMENTS: Parent/Guardian must initial each of the following:

- _____ I understand that enrollment at SISD as a transfer student is a privilege, and as such, my student and I agree to abide by all aspects of the FDA(Local) and FDA(Legal) Board Policies and the terms of this Transfer Application.
- _____ I understand that my student will be expected to follow all rules and regulations of SISD, including those for student conduct and attendance, and that failure to do so may result in the revocation of the transfer agreement at any time during the school year.
- _____ I understand that, if approved, the transfer is for a period of one school year only and, as stated above, subject to revocation during the school year. I understand that my student must reapply for transfer each year.
- _____ I understand that a campus administrator or designee from the campus the student is applying for transfer will contact the student's last school attended to discuss the student's attendance, academics, and disciplinary status.
- _____ I understand that SISD will not be responsible for transportation of my student to or from school. I will be responsible for the timely transportation of my child to or from school.
- _____ Student will report to each class on time, and parents will assure each student will be picked up on time from school. This includes any extracurricular activity or trip.
- _____ I understand that falsification of information is a Class A Misdemeanor and can lead to legal action.
- _____ I have received a copy of SISD Board Policies FDA(Legal) and FDA(Local), regarding transfer students.
- _____ I have received a copy of the UIL eligibility requirements for academic, music, and athletic competition.
- _____ I understand that being approved for transfer in one school year creates no right or expectation that my student will be admitted as a transfer student in subsequent years.
- _____ I understand that admission of one student in a family creates no right or expectation that another student from the same family will be admitted as a transfer.
- _____ I will provide all appropriate documentation:
> Proof of Residency > Immunizations > Birth Certificate >Social Security Card
>School records (attendance, grades, transcript, and discipline)
- _____ I understand that transfer students are required to maintain satisfactory progress in all courses taken. Satisfactory progress is defined as maintaining a passing average of seventy (70) percent for each report card grading period.
- _____ By choosing Silsbee ISD, the parent/guardian must support established policies, administrative rules, regulations, consequences, and guidelines governing Silsbee ISD. Student and parent/guardian must attend required and requested parent conferences. Parents are expected to demonstrate the highest standards of courtesy and conduct. Disruptive or disrespectful behavior will not be permitted and will result in the revocation of the student's transfer status.

Date: _____

Signature of Parent/Guardian

Students Name: _____ Grade: _____

| FOR DISTRICT USE ONLY |

Is space available at the required grade level?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewed by _____
Is disciplinary record acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewed by _____
Is attendance record acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewed by _____
Is academic record acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewed by _____
Is assessment record acceptable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewed by _____
Is there an additional financial cost and financial impact on the Campus or District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewed by _____

PRINCIPAL RECOMMENDATION (from campus student would attend in SISD if approved)

I recommend this student be approved as a transfer student: Yes No

_____ Date: _____

Principal Signature

SUPERINTENDENT RECOMMENDATION

I recommend this student be approved as a transfer student: Yes No

_____ Date: _____

Superintendent Signature

**SILSBEE ISD
STUDENT TRANSFER APPLICATION
VERIFICATION FROM CURRENT DISTRICT**

Directions for Parent/Guardian: Complete the student's name, social security number, district name, and campus name below and take this form to the campus where your child is currently enrolled and ask them to complete the remainder of the form. If your child was in multiple school districts or on multiple campuses in the current and prior school years, you may make copies of this form as needed.

Directions for Campus/District: The student listed below is applying for transfer enrollment in Silsbee ISD. Please provide the requested information to the student or parent for inclusion with the transfer application. Please provide the information for the most recent school year and the current year if the application is being made during a school year.

Student's Full Legal Name: _____ **Social Security #:** _____

Current School District: _____ **Current Campus:** _____

DISCIPLINE INFORMATION:

Was the student suspended out of school, placed in a DAEP, expelled, or placed in JJAEP for one or more days in the current school year? YES NO

Was the student suspended out of school, placed in a DAEP, expelled, or placed in JJAEP for one or more days in the previous school year? YES NO

To your knowledge, is the student currently on probation or other conditional release for conviction of a criminal offense? YES NO

To your knowledge, is the student currently on probation or other conditional release for delinquent conduct or conduct in need of supervision? YES NO

To your knowledge, did the student have any disciplinary referrals in the current or preceding school year? YES NO

To your knowledge, was the parent/guardian supportive of district discipline decisions. YES NO

ATTENDANCE INFORMATION	Prior School Year (Specify Year) _____	Current School Year (Specify Year) _____
Number of Days the Student was Enrolled		
Number of Days the Student was Absent		
Number of Times the Student was Tardy		

Signature of Administrator or Designee Title Date

****NOTICE: STUDENT'S ACADEMIC RECORD:** Please provide the following for the student, if applicable: Current Academic Transcript; State Assessment results; Achievement, Aptitude, and/or Readiness results; most recent ARD; most recent 504 information; most recent RTI information.

UIL Eligibility Standards

The sole purpose of eligibility rules and contest regulations is to keep competition equitable and to maintain activities in proper perspective. It is the responsibility of each school to see that students do not compete unless they comply with all eligibility rules. It is also the responsibility of the student to observe and obey these standards. According to UIL standards, students are eligible to represent their school in interscholastic activities if they:

- have not graduated from high school,
- are full-time, day students in the school, and have been in regular attendance at the school since the 6th class day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition,
- are in compliance with state law and rules of the Commissioner of Education, (see [TEA-UIL Side By Side](#))
- are enrolled in a four year, normal program of high school courses, and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade not more than 3 years ago,
- were not recruited,
- are not in violation of the awards rule, and
- meet the specific eligibility requirements for academic, music and/or athletic competition.

Eligibility for Academic Contests

- meet all the requirements above, and
- have not changed schools for the purpose of participating in a UIL academic contest.

Eligibility for Music Contests

- meet all the requirements above, and
- have not changed schools for the purpose of participating in a UIL music contest.

Eligibility for Athletic Contests

- meet all the requirements above,
- are less than 19 years old on September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year,
- live with their parents inside the school district attendance zone their first year of attendance (see your school administrator for exceptions),
- have not moved or changed schools for athletic purposes,
- have not violated the athletic amateur rule, and
- were eligible according to the fifteen day rule and the residence rule prior to district certification.

Schools may adopt stricter standards for eligibility to participate in extracurricular activities.

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]

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 require-

ments 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*

Credits and Records

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. *19 TAC 74.26(a)(1)*

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. A 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)*

Tuition Fee for Transfer Students

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. *Education Code 25.038*

Transfer by Servicemember Request

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].

"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.

A transfer under this provision must be to the campus or district, as applicable, selected by the servicemember 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

**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**

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

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*

**Contracts for
Education Outside
Districts**

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

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

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

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

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 student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

Transfer Requests

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, except as provided below.

Factors

In approving transfers, the Superintendent or designee shall consider availability of space, instructional staff, cost and impact on a campus or the District, and the student's disciplinary history and attendance records.

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 state law requiring 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 may result in a transfer request not being approved the following year.

Transportation

The District shall not provide transportation for transfer students, except as required by law.

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.

Appeals

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

¹ Innovation Plan: <https://www.silsbeeisd.org/>

An eligible student may attend a public school in the district in which the student resides or may use a public education grant to attend any other district chosen by the student's parent. *Education Code 29.201*

Eligible Students

A student is eligible to receive a public education grant or to attend another public school in the district in which the student resides if the student is assigned to attend a public school campus assigned an unacceptable rating that is made publicly available under Education Code 39.054.

After a student has used a public education grant to attend a school in a district other than the district in which the student resides:

1. The student does not become ineligible for the grant if the school on which the student's initial eligibility is based no longer meets the criteria described above; and
2. The student becomes ineligible for the grant if the student is assigned to attend a school that does not meet the criteria described above.

Education Code 29.201, .202

Funding

A district is entitled to a public education grant allotment for each eligible student using a public education grant.

A district is entitled to additional facilities assistance under Education Code 48.301 if the district agrees to:

1. Accept a number of students using public education grants that is at least one percent of the district's average daily attendance for the preceding school year; and
2. Provide services to each student until the student either voluntarily decides to attend a school in a different district or graduates from high school.

Average Daily
Attendance

A student who uses a public education grant to attend a public school in a district other than the district in which the student resides is included in the average daily attendance of the district in which the student attends school.

Education Code 29.203(a)-(c)

Admission

A district chosen by a student's parent under Education Code 29.201 above is entitled to accept or reject the application for the student to attend school in that district, but may not use criteria that discriminate on the basis of the student's race, ethnicity, academic

INTERDISTRICT TRANSFERS
PUBLIC EDUCATION GRANTS

FDAA
(LEGAL)

	achievement, athletic abilities, language proficiency, sex, or socio-economic status.
Priorities	A district that has more acceptable applicants for attendance under public education grants than available positions must give priority to students at risk of dropping out of school, as defined by Education Code 29.081 [see EHBC] and must fill the available positions by lottery.
Exception	To achieve continuity in education, however, a district may give preference over at-risk students to: <ol style="list-style-type: none">1. Enrolled students; and2. Siblings or other children residing in the same household as enrolled students, for the convenience of parents, guardians, or custodians of those children.
Tuition	A district chosen by a student's parent under a public education grant may not charge the student tuition. <i>Education Code 29.203(d)–(e)</i>
Transportation	The district in which a student resides shall provide each student attending a school in another district under a public education grant transportation free of charge to and from the school the student would otherwise attend. <i>Education Code 29.203(f)</i>
Contract for Services	The board may contract for the provision of educational services to a student eligible to receive a public education grant. <i>Education Code 29.205</i>
Notice to Parent	Not later than February 1 of each year, a district shall notify the parent of each student in the district assigned to attend a campus described by Education Code 29.202 above that the student is eligible for a public education grant. The notice must contain a clear, concise explanation of the public education grant program and of the manner in which the parent may obtain further information about the program. <i>Education Code 29.204(b)</i>