

# 2021-22 NEW TRANSFER STUDENT APPLICATION CHECKLIST



Parents/Guardians must apply online, submit documentation, and pay a transfer fee (if applicable) for each student applicant. Eanes ISD will open the application for NEW transfer students on May 3<sup>rd</sup>. Please visit: <http://www.eanesisd.net/transfers> to review timelines and to fill out the application once posted.

**Documentation:** Please be prepared to upload digital copies during the application process. Each document will need to be a separate file. To ensure your files are viewable please use one of the following types: .pdf, .docx, .jpeg, .png, .zip. Each uploaded file size is limited to 10 MB per submission.

**Non-Traditional Educational Environments:** If the applicant is currently in a non-traditional school environment for the 2020-21 school year, or a portion of the year, every effort should be made to provide the requested information in a form closest to what a public school would provide. Eanes ISD administrators are familiar with non-traditional school environments (i.e. homeschool, schools that do not provide grades, Montessori school), but we must review documentation to evaluate a student's past performance and estimate the applicant's future success in Eanes ISD schools.

**Kindergarten Applicants:** Parents/Guardians of Kindergarten applicants are not required to submit documents. However, Eanes ISD administrators will review any additional documents such as recommendations, report cards, progress reports, letters from prior teachers, etc. from a pre-school or program that show the applicant's readiness for kindergarten.

## REQUIRED DOCUMENTS:

- \_\_\_ **Most Recent Report Card** (required for applicants entering grades 1-12)  
Attach a copy of the most recent 2020-21 Report Card
- \_\_\_ **Documentation of 2020-21 Attendance** (required for applicants entering grades 1-12)  
Attach a copy of applicant's attendance for the most recent school year. It can be a report from the school's student information system or a letter from the school signed by a school administrator.
- \_\_\_ **Documentation of 2020-21 Discipline** (required for applicants entering grades 1-12)  
Attach a copy of applicant's discipline record for the most recent school year. It can be a report from the school's student information system or a letter from the school signed by an administrator. Note: Even if a student has no discipline record for the current school year a document, signed by a school administrator, stating such must be provided. Go to: <http://www.eanesisd.net/transfers/discipline/> to print a generic discipline form if needed.
- \_\_\_ **Most Recent Transcript** (required for applicants entering grades 8-12)  
Attach a copy of the most recent transcript (unofficial is acceptable) IF the applicant has taken courses that earn high school credit.
- \_\_\_ **Standardized Test Scores** (required for applicants entering grades 4-12) Attach a copy of the most recent Standardized Test Scores if you have received them.

## ADDITIONAL REQUIRED DOCUMENTS (IF APPLICABLE):

- \_\_\_ **Special Education Records** Attach a copy of current IEP plan. (Required if the applicant receives Special Education services)
- \_\_\_ **504 Records** Attach a copy of current 504 plan. (Required if the applicant receives 504 services)
- \_\_\_ **Original Home Language Survey** Attach a copy of the Original Home Language Survey. (Required if the applicant receives English as a Second Language (ESL) services)

## TRANSFER TYPES AND FEES:

1. **Out-of-District Transfer:** \$125.00 per applicant (\$375.00 max per family):
  - a. Applicant lives outside of the Eanes ISD boundaries.
  - b. Applicant began the school year living within the Eanes ISD boundaries, but moved outside of the boundaries during the Fall semester.
  - c. Family has provided documentation that they are in the process of building or buying a house in Eanes ISD boundaries, but do not plan to move until after the school year begins and wish for their child(ren) to start the 2021-22 school year at Eanes ISD.
2. **In-District Transfer:** NO FEE - Applicant lives in an Eanes ISD campus zone, but is applying to transfer to another Eanes ISD campus.
3. **Employee Transfer:** NO FEE - Child of a current Eanes ISD Employee.