



## STAFFORD MUNICIPAL SCHOOL DISTRICT

1633 STAFFORDSHIRE ROAD

STAFFORD, TEXAS 77477

O: (281) 261-9200 F: (281) 261-9249

March 12, 2021

Hello Parents and SMSD Community Partners,

It's that time of year!

Stafford MSD will begin accepting Non-Resident Student Transfer Applications for both new and renewal students living outside the boundaries of the district for the 2021-2022 school year. You may access the transfer application from the SMSD website at <https://www.staffordmsd.org/becomeaspartan/non-resident-student-transfer> or you may obtain a transfer application from any SMSD campus front office. The deadline date for all transfer applications is Friday, April 9, 2021. **Remember, there are no automatic renewals! You must apply within the application period in order to be considered. If you do not apply within the application period, you must return to your home school.**

If you should have any questions, please contact Carolyn Finley at 281-261-9342.

Sincerely,

A handwritten signature in cursive script that reads "Dawn DuBose".

Dawn DuBose, Ed.D.  
Chief of Schools

Attachment:

Non-Resident Transfer Application Form 2021-2022



Is parent/guardian an SMSD Employee: \_\_\_ yes \_\_\_ no If yes, what position? \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work # \_\_\_\_\_

\*SMSD and City of Stafford employees will be required to pay tuition for students who are in the Pre-K program starting in the 2021-2022 who do not meet the criteria (i.e. must qualify for free/reduced lunch; as English limited proficient, active military parent, homeless, etc.)

\*\*Formerly known as a LOE

**Please check the appropriate statements:**

My child was enrolled or attended a disciplinary alternative education program (DAEP during the current or previous school year)

My child received the following services:

- |  |  |
|--|--|
| <input type="checkbox"/> Gifted / Talented Program | <input type="checkbox"/> Special Education (Please check all that apply) |
| <input type="checkbox"/> Title I Instruction       | <input type="checkbox"/> Speech Therapy                                  |
| <input type="checkbox"/> Counseling                | <input type="checkbox"/> Inclusion or Regular education                  |
| <input type="checkbox"/> Section 504 Placement     | <input type="checkbox"/> Content Mastery                                 |
| <input type="checkbox"/> Dyslexia Program          | <input type="checkbox"/> Resource Room                                   |
| <input type="checkbox"/> Bilingual or ESL          | <input type="checkbox"/> Self-Contained Classroom                        |
| <input type="checkbox"/> Pre-Kindergarten          | <input type="checkbox"/> Occupational Therapy                            |
|  | <input type="checkbox"/> Physical Therapy                                |
| <input type="checkbox"/> Other _____               |  |

My child received none of the services described above.

**RECORDS RECEIVED MUST MATCH SERVICES INDICATED BY PARENT. FALSIFICATION OR OMISSION OF DOCUMENTS COULD RESULT IN DENIAL OR REVOCATION OF TRANSFER APPLICATION.**

Completed applications must be submitted to the appropriate SMSD school along with a copy of:

- Current proof of residence (Deed of Trust; Lease Agreement; Electricity bill; Water bill or Gas bill).
- Current and previous years report card
- Attendance record
- Conduct/Discipline Records
- Results of Standardized Testing

Completed applications will be processed on a first-come, first-served basis; subject to approval based on available space and staff capacity. Each application and accompanying documentation will be reviewed independently without regard to other siblings that may also request enrollment. Additionally, student portfolios and/or letters of recommendation will be reviewed, if submitted.

**APPLICATIONS WITHOUT REQUIRED DOCUMENTS ARE CONSIDERED INCOMPLETE AND  
WILL NOT BE PROCESSED.**

Please contact the appropriate campus to submit your completed application, if you have any questions or if you need assistance in completing the application:

<b>Campus</b>	<b>Gr. Level</b>	<b>Contact</b>	<b>Phone Number</b>	<b>Email</b>
Early Childhood Center	PK3 – K	Lilibeth Duran	281-208-6103	lduran@staffordmsd.org
Elementary School	1-5	Maria Dela Rosa	281-261-6101	mdelarosa@staffordmsd.org
Middle School	6-8	Nathalie Beltran	281-261-9264	nbeltran@staffordmsd.org
High School	9-12	Tamika Derouen-Sykes	281-261-9204	tderouen@staffordmsd.org
STEM Magnet Academy	3-5	Maria Dela Rosa	281-261-6101	mdelarosa@staffordmsd.org
STEM Magnet Academy	6-8	Nathalie Beltran	281-261-9264	nbeltran@staffordmsd.org
College & Career Center	9-12	Tamika Derouen-Sykes	281-261-9204	tderouen@staffordmsd.org

**SMSD NON-RESIDENT ENROLLMENT**

Non-residents may apply to enroll their children without a tuition charge (grades K-12), according to the following stipulations:

- 1) Annually, the Superintendent may review the Non-Resident Student Transfer Process.
- 2) Applications for Non-Resident Student Transfer are approved annually.
- 3) The District shall approve the Non-Resident Student Transfer based on available space, staff capacity, student conduct records, and student attendance history.
- 4) All Renewal Transfers, Spartan Transfers, STEM Magnet Transfers, Early College & Career High School Program, Sibling Transfers, and Space Availability Transfer applications must be submitted to the appropriate SMSD campus.

The Superintendent has the authority to accept or reject any transfer request, provided that such action is without regard to race, religion, color, sex, disability, or national origin. A parent may appeal the denial of a transfer application or non-renewal of a transfer in accordance with school board policy FNG (local).

### NON-RENEWAL

The Superintendent or Superintendent's designee has the authority to non-renew any transfers as provided in the transfer agreement. Students who transfer into the District shall follow all rules and regulations of the District; including, but not limited to:

- 1) District Policies and Regulations
- 2) Student Code of Conduct
- 3) Attendance and Discipline Requirements

Please initial the following:

\_\_\_ I understand that, if approved, the transfer request is granted for the 2021-2022 school year unless revoked due to discipline or attendance violations as outlined in the Local Innovation Plan (see district website: [www.staffordmsd.org](http://www.staffordmsd.org)).

\_\_\_ I understand that falsification or omission of information is a violation of state law and can lead to legal action.

\_\_\_ I have read a copy of the policy concerning student transfers and the UIL eligibility requirements for competition, available online at [www.staffordmsd.org](http://www.staffordmsd.org) and at each campus.

\_\_\_ I understand that no transportation will be provided. Parent must transport to and from school.

\_\_\_ It is the parent/guardian's responsibility to contact the school to complete the registration packet within 10 days of receiving the approval of the transfer.

\_\_\_ I understand that each year I must apply to be a non-resident student transfer. There's no automatic renewal. If I don't reapply within the application period, I will be withdrawn and must return to my home school.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Principal Signature

\_\_\_\_\_  
Date

APPROVED

DENIED

\_\_\_\_\_  
Superintendent (designee) Signature

\_\_\_\_\_  
Date

APPROVED

DENIED