

# LA VEGA INDEPENDENT SCHOOL DISTRICT OUT OF DISTRICT TRANSFER GUIDELINES

1. The Superintendent or Designee must give final approval for all transfers.
2. Transfer may be revoked by the Superintendent's Office at any time for any reason listed in the Transfer Application and/or Transfer Agreement.

## **La Vega ISD Transfer Application Procedures**

1. For Each child a parent wishes to transfer to La Vega ISD the parent must complete the transfer application, sign a transfer agreement, provide the required prior year documents, and pay the non-refundable transfer application fee, if required.
2. All completed documents must be provided to the Superintendent's Office at the Central Administration building, located at 400 East Loop 340, Waco, TX.
3. The below documents must be included with the transfer application if the student did not attend a La Vega ISD school in the prior school year:

\_\_\_ **Most Recent Report Card\***

\_\_\_ **Documentation of 2021-2022 Attendance** (required for students entering grades KG\*-12)

Attach a copy of the students' attendance from the most recent school year. It can be a report from the school's student information system, on the student's completed report card, or a letter from the school signed by a school administrator.

\_\_\_ **Documentation of 2021-2022 Discipline** (required for students entering grades KG\*-12)

Attach a copy of the students' discipline from 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. Note: Even if the student had no discipline record in 2021-22, a document stating the student had no discipline that is signed by an administrator is required.

\_\_\_ **Most Recent Transcript** (required for all students entering grades 9-12)

\*Note: If a child going into kindergarten did not attend any type of school the year before, the application will be reviewed without the required documents but parent must state that the child did not attend school in the previous school year.

4. If the transfer request is not for an employee's child, the Parent must pay a \$50 non-refundable Transfer Application Fee when they turn in the completed Transfer Application. There are no tuition fees. Applications will not be accepted, processed, or reviewed until the non-refundable transfer application fee has been paid. Payments are to be made at the La Vega Administration Office located at 400 East Loop 340, Waco, TX 76705. Cash and money orders are the only forms of payment accepted.
5. The Principal will review the application, determine space availability, and make a recommendation to the Superintendent/Designee.
6. The Superintendent/Designee will make final approval or denial and sign the transfer agreement.
7. Principals and Parents will be notified of the approval or denial.
8. Transfer students may be enrolled in La Vega ISD once the transfer has been approved.

## **Criteria**

Approval is based on available space, instructional resources and staffing, prior attendance records, and discipline records.

The parent of out-of-district transfers must provide transportation.



## LA VEGA INDEPENDENT SCHOOL DISTRICT TRANSFER AGREEMENT

This Transfer Agreement establishes the terms and conditions for \_\_\_\_\_ ( Print Student Name) to attend La Vega ISD as a transfer student for the 2022-2023 school year.

\_\_\_\_\_ (PRINT Parent/Guardian), requests that the student be permitted to attend La Vega schools during the 2022-2023 school year and agrees to the following terms and conditions for that transfer.

1. This transfer is effective for the 2022-2023 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 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 Superintendent/Designee may revoke the transfer of a student who fails to maintain an acceptable level of attendance, academic effort, or compliance with the Student Code of Conduct during a semester. 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 attendance problems or truancy proceedings under Education Code 25.095.
  - b. Compliance with the Student Code of Conduct that results in no offenses requiring over two removals to ISS, any placement in a disciplinary alternative education program, or any expulsion, and no more than two referrals for each grading period for other Code of Conduct infractions.
  - c. Acceptable academic effort includes the expectation that the student will complete and submit all classwork, projects, and homework in a timely manner.
4. A transfer may be revoked for a documented pattern of late arrivals, late pick-ups, and/or poor attendance, as defined above.
5. Any falsification of information shall cause this application for transfer to be denied and/or revoked. In addition, falsification of documents or records is a criminal offense and subject to fines under Section 37.10 Penal Code
6. Revocation of a transfer for any reason described above may be effective at the end of a semester or may be effective immediately, if deemed necessary by the Superintendent/Designee.
7. A review of student records from the previous school, if the student attended a school other than a La Vega ISD campus in 2021-2022, may be a condition of transfer. The parent must provide all required documents at the time of submitting the completed Transfer Application and paying the non-refundable Transfer Application Fee (if required). Required Documents are:
  - a. Most Recent Report Card (required for applicants entering grades KG – 12)
  - b. Documentation of 2021-2022 Attendance (required for applicants entering grades KG-12)
  - c. Documentation for 2021-2022 Discipline (required for applicants entering grades KG-12)
  - d. Most Recent Transcript (required for applicants entering grades 9 – 12)

8. Class and campus enrollments, as well as staffing levels on the campuses and/or in the District, may be a condition of approving a transfer.
9. The parent or the student will be responsible for all transportation to and from school.
10. If applicable: The parent acknowledges that the constitution or rules of the University Interscholastic League (UIL) may require the District to exclude the student from participating in certain extracurricular interscholastic competitions. Approval of a transfer does not guarantee UIL varsity athletic eligibility.
11. 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.

The district and the parent agree that this Transfer Agreement is the entire agreement controlling the admission and enrollment of the student in La Vega Independent School District.

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

\_\_\_\_\_  
Superintendent/Designee, La Vega ISD/Date

**LA VEGA INDEPENDENT SCHOOL**

Transfer Application  
SCHOOL YEAR 2022-2023

**STUDENT INFORMATION:**

Student's Date of Birth: \_\_\_\_\_ 22-23 Grade Level: \_\_\_\_ Returning Student or New to La Vega? \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Last First Middle

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Alternate Phone#: \_\_\_\_\_

Name of District/Campus Student Resides in: \_\_\_\_\_

- \*Reason for Transfer:** \_\_\_\_\_ Senior who has been enrolled at La Vega for 2 years (\$50 non-refundable Application Fee)  
 \_\_\_\_\_ Parent is employed by district; if so which campus: \_\_\_\_\_ (No application fee)  
 \_\_\_\_\_ Moving to / Reside in another Texas district and wish to attend La Vega ISD (\$50 non-refundable application fee)  
 \_\_\_\_\_ Other Reason Please Describe \_\_\_\_\_

List the names of <u>all</u> school age siblings. (First, Middle Initial, Last)	Grade	Requesting transfer? Yes or No
1.		YES / NO
2.		YES / NO
3.		YES / NO
4.		YES / NO
5.		YES / NO

**TRANSFER APPLICATION AND ACKNOWLEDGMENT:**

I would like to request that my child \_\_\_\_\_, attend La Vega ISD. I have read and understand all policies related to this transfer. **I understand that if approved, the transfer is granted conditionally, contingent upon my student's behavior, academic effort, and attendance, including tardies, and the transfer may be revoked prior to the end of the school year.** I understand that the transfer is effective for one school year only, unless revoked early. I understand that transportation to the requested school is my responsibility. I understand that falsification of information is a Class A Misdemeanor and can lead to legal action. TEC 25.001

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:** District/Campus #: \_\_\_\_\_ Transfer Application Fee Paid: Date/Amt \_\_\_\_\_

Records: Discipline records/Academic records/Attendance Records Acceptable \_\_\_\_\_ Unacceptable \_\_\_\_\_

Comments: \_\_\_\_\_

Principal Approval: \_\_\_\_ Yes \_\_\_\_ No If no, Reason \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Designee \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Parent Notified (date): Phone \_\_\_\_\_ Mail \_\_\_\_\_ Email \_\_\_\_\_