

ADMISSIONS:
INTERDISTRICT TRANSFERS

FDA (REGULATION)
(EXHIBIT)

See the following pages for exhibits relating to Interdistrict transfers:

- Exhibit A: Reasons for Approval/Denial of Interdistrict Transfers – 1 page
- Exhibit B: Application for Interdistrict Transfer (Transfer from another district to Northwest ISD) – 2 pages
- Exhibit C: Application for Interdistrict Transfer for Grandfathered Transfer Students (Transfer from another District to Northwest ISD prior to the 2015-2016 School Year)– 2 pages
- Exhibit D: Application for Interdistrict Transfer for Remainder of Semester/Year (Transfer to Remain in NISD until End of Current Semester or Year, as Appropriate) – 1 page
- Exhibit E: Application for Early Enrollment Based on Documentation of Intended Residence – 2 pages
- Exhibit F: Warning of Possible Denial of Coming School Year Interdistrict Transfer – 1 page
- Exhibit G: Notification of Denial of Interdistrict Transfer – 1 page

Northwest Independent School District

Reasons for Approval/Denial of Interdistrict Transfers

Reasons for Approval

The following are acceptable reasons for granting approval of an interdistrict transfer in accordance with Board Policy FDA (LOCAL):

- Transfer from other district
- Children of District Employees
- Employees of District contracted services for custodial, food, or transportation
- Change of Residence (current resident leaves NISD attendance zone):
 - Remain at current school until end of current school year
- Anticipated change of residency into the NISD attendance zone
 - Building a new home
 - Buying or leasing an existing home
 - Renting an apartment
- Pending acquisition of another home (move to be completed within specified time frame) and necessary documentation provided

All transfer applicants must meet the following criteria for approval:

- Satisfactory discipline record from home campus
- Documentation of compliance with compulsory attendance laws

Reasons for Denial

The following are reasons for denial of an interdistrict transfer in accordance with Board Policy FDA (LOCAL):

- Record of poor attendance, late arrivals, early or late pick ups, and/or disciplinary infractions at home campus
- The purpose of the transfer request was to participate in an extra-curricular activity at receiving campus
- Falsification of information on the application for transfer or enrollment documentation
- Failure to meet District criteria for an Inter-district transfer
- Lack of available space
- Necessitates additional staff

Reasons for Denial of a Currently Approved Interdistrict Transfer for the Coming School Year

The following are reasons for denial of a currently approved interdistrict transfer for the coming school year in accordance with Board Policy FDA (LOCAL):

- Repeated failure to abide by the rules specified in the *Discipline Management Plan and Student Code of Conduct* or the student commits a disciplinary infraction that mandates removal to a DAEP or JJAEP
- Documented pattern of late arrivals, early or late pick ups, and/or poor attendance
- Falsification of information on the application for transfer or enrollment documentation

Violation of the terms of the agreement may result in the student's transfer request not being approved for the following school year.

Copies: Parent/Guardian and Student Requesting Transfer

FOR OFFICE USE	Date Received	Effective Date
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Northwest Independent School District
Application for Interdistrict Transfer
 (Transfer from another District to Northwest ISD)
 For School Year: 20__ - 20__

This application is to be completed by a parent/guardian requesting a transfer. This application must be completed for the transfer to be considered. An interdistrict transfer for an elementary aged student must be submitted to the Executive Director of Elementary Education, and an interdistrict transfer for a middle school or high school student must be submitted to the Executive Director of Secondary Education within the designated timeframes. Applications for the fall semester of an upcoming school year will be accepted beginning April 15. The **deadline** for applications for the **upcoming year is June 15**. Applications for the spring semester will be accepted beginning November 1. The **deadline** for applications for the **spring semester is January 10**.

Student Information					
Student's Name: Last	First	Middle	Current Grade:	Current School Year	
Current Mailing Address: Street	City	State	Zip	Student's Age	Date of Birth
Name of Parents/Guardians				Home Phone	Work Phone
				Cell Phone	Email Address
Transfer from previous school district attended: (District and Campus of Current Residence)				Request Transfer to: (NISD Campus)	
If the student is a Northwest ISD employee's child, provide employee's name and workplace.					
Employee's Name			Employee's Workplace (NISD Campus or Department)		
If the student is a child of a Contracted Service Employee for Northwest ISD, provide employee's name and name of employer.					
Contracted Service Employee's Name			Name of Employer		

Is the student named above a current transfer student who currently attends school in Northwest ISD?

Yes No

Will you be applying for a district transfer for other students in your household?

Yes No

If yes, please indicate grade level: Elementary Middle School High School

This request is made with the full understanding of and agreement to the following:

1. Transportation is to be provided by the parent/guardian of the student.
2. The transfer, once approved, shall remain in effect for the current school year requested only. A nonresident transfer student must complete an application of transfer each school year. The district cannot guarantee a future transfer for the student will be granted for the same campus on an annual basis
3. Transfer students must abide by the Discipline Management Plan and Student Code of Conduct. The student's transfer for the following school year may be denied for serious or persistent misconduct or any offense mandating a DAEP or JJAEP placement; a documented pattern of late arrivals, late pickups, and/or for poor attendance.
4. Any falsification of information shall cause the application to be denied. In addition, falsification of documents or records is a criminal offense under Section 37.10 Penal Code, and subjects the person to liability for tuition or costs under Section 25.001(h), Texas Education Code.
5. The following documentation must be provided along with completed form.
 - Attendance records from previous school
 - Discipline records from previous school
6. All paperwork must be completed before the application can be processed.

PARENT/GUARDIAN ACKNOWLEDGEMENT	
In signing this form, I, the parent/guardian of the above-named student, confirm that I have received, read and understand the terms of the transfer agreement including the information listed on this form and that the information provided is accurate in requesting this transfer.	
Parent/Guardian Signature	Date

Note: Approval of an interdistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to discuss eligibility.

STUDENT ACKNOWLEDGEMENT	
In signing this form, I, the above-named student, confirm that I have received, read and understand the terms of the transfer agreement including the information listed on this form and that the information provided is accurate in requesting this transfer.	
Student's Signature	Date

----- **DO NOT WRITE BELOW THIS POINT** -----

FOR OFFICE USE ONLY		
Transfer Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of Executive Director of Elementary Education or Executive Director of Secondary Education	Date
Comments	Date of Written Confirmation	

FOR OFFICE USE	Date Received	Effective Date
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Northwest Independent School District
Application for Interdistrict Transfer for Grandfathered Transfer Students
(Transfer from another District to Northwest ISD prior to the 2015-2016 School Year)
For School Year: 20__ - 20__

This application is to be completed by a parent/guardian requesting a transfer. This application must be completed annually and reviewed by the appropriated Executive Director for the transfer to be considered. An interdistrict transfer for an elementary aged student must be submitted to the Executive Director of Elementary Education, and an interdistrict transfer for a middle school or high school student must be submitted to the Executive Director of Secondary Education within the designated timeframes. Applications for the fall semester of an upcoming school year will be accepted beginning April 15. The **deadline** for applications for the **upcoming year is June 15**. Applications for the spring semester will be accepted beginning November 1. The **deadline** for applications for the **spring semester is January 10**.

Student Information					
Student's Name: Last	First	Middle	Current Grade:	Current School Year	
Current Mailing Address: Street	City	State	Zip	Student's Age	Date of Birth
Name of Parents/Guardians			Home Phone	Work Phone	
			Cell Phone	Email Address	
Transfer from previous school district attended prior to attending an NISD school: (District and Campus of Current Residence)			Request Transfer to: (Current NISD Campus attending or school in feeder pattern)		
If the student is a Northwest ISD employee's child, provide employee's name and workplace.					
Employee's Name			Employee's Workplace (NISD Campus or Department)		
If the student is a child of a Contracted Service (Custodial, Food Service, or Transportation) Employee for Northwest ISD, provide employee's name and name of employer.					
Contracted Service Employee's Name			Name of Employer		

Is the student named above a current transfer student who currently attends school in Northwest ISD?

Yes No

Will you be applying for a district transfer for other students in your household?

Yes No

If yes, please indicate grade level: Elementary Middle School High School

This request is made with the full understanding of and with agreement to the following:

1. Transportation is to be provided by the parent/guardian of the student.
2. The transfer, once approved, shall remain in effect as long as the student meets eligibility criteria as referred to in the application. A nonresident transfer student must complete an application of transfer each school year.
3. Transfer students must abide by the Discipline Management Plan and Student Code of Conduct. The student's transfer for the following school year may be denied for serious or persistent misconduct or any offense mandating a DAEP or JJAEP placement; a documented pattern of late arrivals, late pick ups, and/or for poor attendance.
4. Any falsification of information shall cause the application to be denied. In addition, falsification of documents or records is a criminal offense under Section 37.10 Penal Code, and subjects the person to liability for tuition or costs under Section 25.001(h), Texas Education Code.
5. The following documentation must be provided along with completed form.
 - Attendance records from previous school
 - Discipline records from previous school
6. All paperwork must be completed before the application can be processed.

Violation of the terms of the agreement may result in the student's transfer request not being approved for the following school year.

APPROVED: 8/01/23

PARENT/GUARDIAN ACKNOWLEDGEMENT	
In signing this form, I, the parent/guardian of the above-named student, confirm that I have received, read and understand the terms of the transfer agreement including the information listed on this form and that the information provided is accurate in requesting this transfer.	
Parent/Guardian Signature	Date

Note: Approval of an interdistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to discuss eligibility.

STUDENT ACKNOWLEDGEMENT	
In signing this form, I, the above-named student, confirm that I have received, read and understand the terms of the transfer agreement including the information listed on this form and that the information provided is accurate in requesting this transfer.	
Student's Signature	Date

----- DO NOT WRITE BELOW THIS POINT -----

FOR OFFICE USE ONLY		
Transfer Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of Executive Director of Elementary Education or Executive Director of Secondary Education	Date
Comments		Date of Written Confirmation

EXHIBIT D

Northwest Independent School District
Application for Interdistrict Transfer for Remainder of Semester/Year
 (Transfer to Remain in Northwest ISD until End of Current Semester or Year, as Appropriate)

This application is to be completed by a parent/guardian to any student who moves out of the District during the current school year requesting permission to complete the current semester/year. The student may request to complete the school year in Northwest ISD as long as the student has not had discipline or attendance problems. A transfer may be denied if disciplinary or attendance problems exist.

Student Name :	Last	First	Middle	Grade Level	School Year
					20 - 20
Out-of-District Mailing Address: Street			Student's Age		Date of Birth
City		State	Zip	Home Phone	
Name of Parents/Guardians				Cell Phone	Work Phone
				Email Address	
Date Student Moved/Will Move Out of District					
Transfer To: (School Currently Attending in Northwest ISD)			Transfer From: (School District and Campus of Out-of-District Residence)		
If the student is a Northwest ISD employee's child, provide employee's name and workplace.					
Employee's Name			Employee's Workplace (NISD Campus or Department)		
If the student is a child of a Contracted Service (Custodial, Food Service, or Transportation) Employee for Northwest ISD, provide employee's name and name of employer.					
Contracted Service Employee's Name			Name of Employer		

Is the student named above a student who currently attends school in Northwest ISD?

Yes No

This request is made with the full understanding of and with agreement to the following:

1. Transportation is to be provided by the parent/guardian to the student for approved transfer.
2. Transfer students must abide by the *Discipline Management Plan and Student Code of Conduct*. The principal may deny a transfer for serious or persistent misconduct or for any offense mandating a DAEP or JJAEP placement.
3. A transfer may be denied for a documented pattern of late arrivals, late pick ups, and/or poor attendance.
4. 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 under Section 37.10, Penal Code, and subjects the person to liability for tuition or costs under Section 25.001 (h), Texas Education Code.
5. The following documentation must be provided along with completed form.
 - Attendance records from previous school
 - Discipline records from previous school
6. All paperwork must be completed before the application can be processed.

Violation of the terms of the agreement may result in the student's transfer request not being approved for the following school year.

EXHIBIT D

PARENT/GUARDIAN ACKNOWLEDGEMENT	
In signing this form, I, the parent/guardian of the above-named student, confirm that I have received, read and understand the terms of the transfer agreement including the information listed on this form and that the information provided is accurate in requesting this transfer.	
Parent/Guardian Signature	Date

STUDENT ACKNOWLEDGEMENT	
In signing this form, I, the above-named student, confirm that I have received, read and understand the terms of the transfer agreement including the information listed on this form and that the information provided is accurate in requesting this transfer.	
Student's Signature	Date

Note: Approval of an interdistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to discuss eligibility.

----- DO NOT WRITE BELOW THIS POINT -----

FOR OFFICE USE ONLY		
Transfer Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of Executive Director of Elementary Education or Executive Director of Secondary Education	Date
Comments		Date of Written Confirmation

Copies: Campus Principal

**Northwest Independent School District
Application for Early Enrollment Based on Documentation of Intended Residence**

If moving from outside Northwest ISD, an interdistrict transfer application must be submitted to the appropriate Executive Director of Elementary or Secondary Education.

Student Information								
Student's Name: Last			First		Middle	Current Grade:	Current School Year	
Current Mailing Address: Street			City		State	Zip	Student's Age	Date of Birth
Name of Parents/Guardians						Home Phone	Work Phone	
						Cell Phone	Email Address	
Transfer from previous school district attended prior to attending an NISD school: (District and Campus of Current Residence)						Request Transfer to: (Current NISD Campus attending or school in feeder pattern)		
If the student is a Northwest ISD employee's child, provide employee's name and workplace.								
Employee's Name				Employee's Workplace (NISD Campus or Department)				
If the student is a child of a Contracted Service (Custodial, Food Service, or Transportation) Employee for Northwest ISD, provide employee's name and name of employer.								
Contracted Service Employee's Name				Name of Employer				

Families in the process of moving from another district to Northwest ISD may enroll students in Northwest ISD early as an interdistrict transfer provided:

1. The closing on the purchase of a new or used home will occur within 30-calendar days of enrollment; or
2. A lease or rental agreement has been signed for an apartment or house in Northwest ISD and the move-in date will occur within 30 calendar days of enrollment.

In addition, parents are responsible for providing transportation to and from school if early enrollment is granted.

Please provide one of the following forms of information based on the type of intended residence:

<input type="checkbox"/> IF BUILDING A NEW HOME:	<i>Attach a copy of your earnest money or purchase contract and a letter from your mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification.</i>	
Address of new home:		
Lot Number:	Block Number	Subdivision:
Date foundation was poured:	Date you will be moving into the house:	
Builder's Name:	Builder's Telephone Number:	
<i>NOTE: For new homes under construction, an extension of the 30-day grace period may be considered only if construction on the home has begun prior to the student's first day in Northwest ISD.</i>		
<input type="checkbox"/> IF BUYING OR LEASING AN EXISTING HOME:	<ul style="list-style-type: none"> ◆ <i>If buying, attach a copy of your earnest money contract or purchase contract and a letter from your mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification. Either document must be signed by the buyer and seller.</i> ◆ <i>If leasing, attach a copy of your lease agreement.</i> 	
Address of home:		
Lot Number:	Block Number	Subdivision:
Date you will be moving into the house:		

EXHIBIT E

<input type="checkbox"/> IF RENTING AN APARTMENT:		<i>Attach a copy of your rental agreement.</i>
Address of apartment:		
Apartment Number:	Apartment Complex Name:	
Date you will be moving into the apartment:		

Statement of Intended Residence

As the parent/guardian of the above-named student, I understand the conditions under which I am requesting a transfer, as outlined above, and certify that my answers to the questions are true to the best of my knowledge. I understand that falsification of documents or records is a criminal offense under Section 37.10, *Penal Code*. I understand that I must provide the campus with a copy of the appropriate specified documentation as it applies.

- ◆ *If building, a copy of an executed earnest money or purchase contract and a letter from my mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification.*
- ◆ *If buying, attach a copy of your executed earnest money contract or purchase contract and a letter from your mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification. Either document must be signed by the buyer and seller.*
- ◆ *If leasing, attach a copy of your lease agreement.*
- ◆ *If renting, an apartment, attach a copy of your rental agreement.*

In addition, within the 30-day grace period to prove occupancy, I understand that I must provide the campus with a copy of a utility bill.

Signature of Parent/Guardian	Date
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Note: Approval of an interdistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to discuss eligibility.

FOR OFFICE USE ONLY		
Transfer Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of Executive Director of Elementary Education or Executive Director of Secondary Education	Date
Comments		Date of Written Confirmation

Copies: Parent/Guardian
 Campus Principal

Northwest Independent School District

Warning of Possible Denial of Coming School Year Interdistrict Transfer

Student's Name	Grade Level	School
Date of Notification	Effective Date	

Dear Parent:

This letter is notification that the transfer approval for the above-named student is in danger of possible denial for the coming school year for the following reason(s):

- Repeated failure to abide by the rules specified in the *Discipline Management Plan and Student Code of Conduct* or the student commits a disciplinary infraction that mandates removal to a DAEP or JJAEP
- Documented pattern of late arrivals, late pick ups, and/or poor attendance
- Falsification of information

Unless immediate steps are taken to correct and/or improve the reason(s) indicated, your child will be withdrawn from this campus on the last day of the current school year by the effective date listed above. Your child will be eligible to enroll at the campus in the attendance zone of your residence for the following school year.

Sincerely,

Signature of Campus Principal	Date
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COPIES: Parent
Executive Director of Elementary Education
or
Executive Director of Secondary Education

Northwest Independent School District
Notification of Denial of Interdistrict Transfer

Student's Name	Grade Level	School
Date of Notification	Effective Date	

Dear Parent:

This letter is to officially notify you that an interdistrict transfer for the upcoming school year for the above-named child is being denied as indicated by the following reason(s):

- Repeated failure to abide by the rules specified in the *Discipline Management Plan and Student Code of Conduct* or the student commits a disciplinary infraction that mandates removal to a DAEP or JJAEP
- Documented pattern of late arrivals, late pick ups, and/or poor attendance
- Falsification of information

As principal of the above-named campus, I have determined that there is adequate documentation to justify this denial. Your child will be withdrawn from this campus on the last day of the current school year as indicated by the effective date listed above. Your child will be eligible to enroll at the campus in the attendance zone of your residence for the following school year.

As a parent, you may exercise your right to file a grievance under the procedures outlined in Board policy FNG (LOCAL), as appropriate.

Sincerely,

Signature of Campus Principal	Date
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COPIES: Parent
Executive Director of Elementary Education
or
Executive Director of Secondary Education