

2024-25 NEW TRANSFER STUDENT APPLICATION CHECKLIST



Parents/Guardians must submit **one application** and any required documentation, **per student applicant**.

New this year! If Transfer fees are applicable, payment will be made within the transfer application.

Documentation: Required documents will be uploaded during the application process. Each document must be a separate file.

Non-Traditional Educational Environments: If the applicant is in a non-traditional school environment for the 2023-24 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), however, documentation is required 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 the most recent 2023-24 Report Card

___ **Documentation of 2023-24 Attendance** (required for applicants entering grades 1-12)

Attach applicant's attendance for the most recent school year. It may be a report from the school's student information system or a letter from the school signed by a school administrator.

___ **Documentation of 2023-24 Discipline** (required for applicants entering grades 1-12)

Attach applicant's discipline record for the most recent school year. It may be a report from the school's student information system or a letter from the school signed by an administrator. If a student has no discipline record for the current school year, a document signed by a school administrator, stating such must be provided. Please find a generic discipline form, if needed: <http://www.eanesisd.net/transfers/discipline/>

___ **Most Recent Transcript** (required for applicants entering grades 8-12)

Attach the most recent transcript (unofficial is acceptable) if courses taken, 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 the current IEP plan. (Required if applicant receives Special Education services)

___ **504 Records:** Attach a copy of the current 504 plan. (Required if applicant receives 504 accommodations)

___ **Original Home Language Survey:** Attach a copy of the ORIGINAL Home Language Survey, if your student has previously attended a public Texas school. (Required if 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):

- Applicant lives outside of the Eanes ISD boundaries, or
- Applicant began the school year living within the Eanes ISD boundaries, but moved outside of the boundaries during the Fall semester, or
- 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 2024-25 school year at Eanes ISD.

2. **In-District Transfer:** NO FEE - Applicant's home is zoned for an Eanes ISD campus, and is applying to transfer to another Eanes ISD campus.

3. **Employee Transfer:** NO FEE - Child of an Eanes ISD Employee who is employed on a full-time basis and eligible for paid benefits.