



WITHIN DISTRICT

TRANSFER

Application Deadline: July 17, 2024

Submit application to:

Student Services Department ◊ 505 N. Ridgeway, Suite 100, Cleburne, Texas 76033 ◊ Fax: 817-202-1468 ◊ cmccullough@c-isd.com

PLEASE PRINT INFORMATION

Student Name: Last	First	Middle	Grade (2024-2025)	Student ID#
Current Mailing Address: Street			Date of Birth	Student's Age
City	State	Zip	Parent Cell Phone	Parent Work Phone
Name of Parent or Guardian			Parent Email Address	
Transfer from: _____ (CISD School of Current Residence)	Request Transfer to: (CISD campus) 1 st Choice _____ 2 nd Choice _____ 3 rd Choice _____	*Gerard Elementary is <i>CLOSED</i> to new student transfers		
Please circle any special services your child receives:				
Special Education 504 Dyslexia Gifted/Talented LEP ESL Bilingual McKinney Vento MTSS Other _____				

Please check below the reason this request is being made:

Reasons for Approval	Reasons for Denial
<p>The following are acceptable reasons for granting a transfer according to Board Policy FDB (LEGAL) and (LOCAL):</p> <ul style="list-style-type: none">○ District employee (school closest to employee’s worksite)○ Allow siblings to attend school that another sibling currently attends○ Two-Way Dual Language Program (Irving Elementary)○ Bilingual Program not offered at home campus: _____○ Program: ESCE, Jibber Jackets○ Serious medical/mental/psychological health condition, documented by appropriate medical personnel, if the student’s identified needs cannot be met at the home campus.○ Closer to grandparent who provides a substantial amount of after-school care○ School of Origin (McKinney Vento)○ Moved during school year○ Victim of a documented physical assault (if student committing the assault is at victim’s home campus)○ Documented, unresolved student conflicts exist that cannot be addressed at the home campus○ Administrative transfer to comply with 22:1 ratio K – 4○ Administrative Transfer○ Transfer to comply with State law or Board Policy	<p>Reasons for denial shall include, but not be limited to:</p> <ul style="list-style-type: none">● Current enrollment projections or overcrowded condition at receiving campus● Record of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions● For purposes of participating in an extra-curricular activity at receiving campus● Previous transfer already granted for the year● Falsification of information● Failure to meet deadlines● Failure to meet district criteria for transfer <p>Reasons for Revocation</p> <p>Reasons for revoking the transfer shall include, but not be limited to:</p> <ul style="list-style-type: none">● Repeated disciplinary infractions or the student commits a disciplinary infraction which mandates removal to a DAEP or JJAEP● Documented pattern of late arrivals, late pick-ups, and/or poor attendance● Falsification of information

If the student is a Cleburne ISD employee’s child, provide employee’s name and workplace	
Employee’s Name	Employee’s Campus or Department

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

1. Transportation is to be provided by the parent/guardian of the student.
2. Once a transfer is approved, the student is to remain in the school assigned unless the transfer is revoked by the receiving campus.
3. The parent/guardian may elect a one-time option to request a transfer returning to the student’s home attendance area.
4. The student will only be allowed one transfer during the school year.
5. Transfer students must abide by the Student Handbook and Student Code of Conduct. The principal may revoke the transfer for serious or persistent misconduct or shall revoke the transfer for any offense mandating a DAEP or JJAEP placement.
6. A transfer may be revoked for a documented pattern of late arrivals, late pick-ups, and/or poor attendance.
7. 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.

PARENT/GUARDIAN	
In signing this form, the parent/guardian of the student confirms that he/she has read and understands the information listed on this form and the information provided is accurate.	
Parent/Guardian Signature	Date

This application is not complete without the following attachments from the 2023-2024 school year:

- **Report card**
- **Attendance records**
- **Discipline records, and**
- **State assessment scores, if applicable.**

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

INITIAL TRANSFER REVIEW	
Application meets one of the acceptable reasons for approval: _____ Yes _____ No	
Transfer Request: _____ Approved _____ Denied	Comments:
Assistant Superintendent of Student Services	Date:
DATE OF WRITTEN NOTIFICATION:	