Wharton INDEPENDENT SCHOOL DISTRICT

WHARTON, TEXAS

Transfer Procedures

In order for the district to process transfers the following steps must be followed:

1. **Fill out the Out-of-District Transfer Form which can be picked up at Wharton ISD Education Service Center located at 2100 N. Fulton, Wharton Texas 77488 or campus offices.**

2. **Deliver the completed Transfer Application and signed Transfer Agreement to the campus you are requesting your child attend. *Separate forms and Transfer Agreements will need to be completed for each child requesting a transfer. If you are coming to us from another district you must attach your child's most recent ATTENDANCE AND DISCIPLINE records.***

3. **The campus principal will complete the background investigation and make a recommendation to deny or approve the transfer request.**
4. **The transfer application ONLY, signed by the principal and all supporting documentation will be sent to the Educational Service Center to the attention of the Director of Student Services . The Transfer Agreement will remain on file at the campus.**
5. **The Director of Student Services will review the application and supporting documentation, determine the final decision of approval or denial of the request.**
6. **The signed form will then be sent to the district PEIMS coordinator to be entered into the student data system.**
7. **A copy of the completed form will be sent to the campus principal, who will contact the parent regarding transfer approval or denial.**

Note: Transportation **is not provided** by the district for Student Transfers or Out-of-District Transfers and is the responsibility of the parent or guardian.

There are no appeals for out-of-district transfers that are not approved. If the transfer is not approved, the student would need to attend a school in the district serving their residence.

In order for the district to revoke transfers the following steps must be followed:

1. The campus principal will initiate the revocation process by sending a recommendation letter detailing the reasons for revocation, supporting documentation AND the signed Transfer Agreement to the Director of Student Services.
2. The Director of Student Services will review the documentation presented and make a determination revocation of transfer.
3. The Superintendent or designee will notify the principal, parent and the school of student residence if the transfer is revoked for the following year. This notification will be in writing with the date of revocation/student withdrawal included.

241-904 County-District Number
Wharton Independent School District

WHARTON INDEPENDENT SCHOOL DISTRICT

APPLICATION FOR OUT-OF-DISTRICT TRANSFER
2024-2025

Please submit completed form to the principal of the campus you want your child to attend. The campus will forward the form to the District Administration office for final approval.

Planned Use of the Data: Administration of the transfer laws, rules and regulations.
Instructions: All Requested information must be completed in order to process transfers for students within the State of Texas.
INSTRUCTIONS ON BACK – Please read before completing this form!

PARENT OR GUARDIAN MUST COMPLETE THIS SECTION:

STUDENT NAME (PLEASE PRINT)	STUDENT WISD SCHOOL ID#	STUDENT SOCIAL SECURITY# OR STATE ID#	ETHNICITY	GENDER	DATE OF BIRTH

Name of WISD school requested:_____ **2024-2025 Grade**:_____ Reason Code:
(See back of this form)

If transfer reason code is K, please explain:_____

District and campus attended prior year _____

Name of school district and campus serving your residence_____

Siblings who are requesting transfer: Name_____ Grade_____ School Requesting_____
Name_____ Grade_____ School Requesting_____

Is Parent/Guardian employed at WISD? ( ) Yes ( ) No
If yes, what campus or location

Check if applicable:
My child is assigned to a low performing school outside of WISD and I request a transfer under the Public Education Grant Program.

Parent/Guardian Name **(PLEASE PRINT BELOW)**	Parent/Guardian Signature **(PLEASE SIGN BELOW)**
Physical Address:	City, State, Zip:
Work Telephone #:	Home Telephone #

DISTRICT PERSONNEL MUST COMPLETE THIS SECTION:

RECEIVING SCHOOL PRINCIPAL'S RECOMMENDATION:	DISTRICT ADMINISTRATION DECISION
(CIRCLE ONE) APPROVE DENY	(CIRCLE ONE) APPROVE DENY
Receiving Principal's Signature / Date	District / Administration Signature / Date

Reason for Denial:
( ) Over Capacity ( ) Academic Performance
( ) Discipline
( ) Attendance
( ) Other

Reason for Approval:
( ) Capacity not met ( ) District Employee
( ) Discipline ( ) Academic Performance
( ) Attendance
( ) Other

Instructions for Completing
APPLICATION FOR OUT-OF-DISTRICT TRANSFER

INSTRUCTIONS FOR COMPLETION OF FORM:

Student's Name	Print the student's legal name. Use one form for each student.
Student's ID# *Student's Social Security No.*	Insert the student's five-digit identification number OR Insert the student's social security number.
Ethnicity	Enter the appropriate ethnic code using the following definitions: (1) = American Indian or Alaskan Native (2) = Asian or Pacific Islander (3) = Black, not Hispanic (4) = Hispanic (5) = White, not Hispanic
Date of Birth	Enter the month, date, and year of the student's birth.

OTHER INSTRUCTIONS:

Reason for Transfer Enter the one letter or letters that corresponds with the student's *Request* reason for transferring to the Wharton Independent School District.

A. Student taking academic courses needed for graduation and not offered in the district of residence.
B. Graduating senior who has attended the receiving district for at least the two previous years.
C. Student with two working parents, or whose sole parent works (in a single-parent home), and no childcare facility is located in the sending district.Only children less than ten years of age will be considered as needing child care unless it can be demonstrated that a child suffers a handicap, which renders him or her incapable of self-care.
D. Student whose health or safety is involved. 1) Health: Documentation form a medical doctor delineating specific medical reasons must be obtained and on file. 2) Safety: Both superintendents involved must acknowledge the validity of the safety issue for which the transfer is granted.
E. Student whose parent/guardian is employed by the receiving district and currently contributes to the Texas Teacher Retirement System.
F. Student whose home is more than 20 miles closer to the receiving school than the school of residence.
G. Student transferring to a regional day school for the deaf. (CA 5281)
H. Special education student from district where the special education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to Agency guidelines by the receiving district. (CA 5281)
I. Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 25.039)
J. Student transferring from a low-performing school under the Public Education Grant program.
K. Student does not qualify for any other exemptions/hardships.

This form will be kept at the campus level. This signed form MUST accompany a request for revocation of transfer.

Wharton Independent School District

TRANSFER AGREEMENT
2024-2025

This Transfer Agreement establishes the terms and conditions for the named student to attend a Wharton ISD school as a nonresident transfer student for the current school year. The student's parent or other person having lawful control of the student, requests that the student be permitted to attend a WISD school and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the current 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 approved 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 student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the Student Code of Conduct, throughout the entire school year. 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 truancy proceedings under Education Code 25.095;
   b. Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than 3 referrals are made within any grading period for other misconduct.
4. In accordance with Board policy FDA (LOCAL), the Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance or compliance with District rules and regulations, including the Student Code of Conduct. Notice of revocation will be sent to the district of residence.
5. If this agreement is revoked, revocation ordinarily will be effective at the end of a school year; however, the Superintendent has discretion to revoke the transfer immediately if the student's continued attendance threatens the safety of other students or teachers or will be detrimental to the educational process.
6. The parent of the student will be responsible for transportation to and from the District school to which the student is assigned.
7. The student and parent acknowledge that eligibility of transfer students for participation in any UIL activity or other activities governed by UIL rules and regulations will be determined in accordance with UIL rules and regulations.
8. 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.

As a parent or person standing in the position of legal responsibility for the child named in this request, I acknowledge that I can review Wharton ISD's policies FDA (LEGAL) and FDA(LOCAL) via the internet at www.whartonisd.net. The information provided in this form is true and factual to the best of my knowledge, and I understand that if any of this information is ever found to be incorrect, this application may be denied or revoked.

Student Name (please print): -_____

Parent/Guardian's signature:_____

Date: _____

Revised 05/02/2022