



## Process For Requesting Transfer Into Kilgore ISD

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- **New Out-of-District Student Transfer Request Requirements:**
  - Transfer application fee of \$50.00 per student, with an immediate family total fee not to exceed \$150.00 must accompany each out-of-district student transfer request. Application fee(s) are non-refundable.
  - Only completed applications with accompanying application fee and required documentation will be accepted by district personnel.
  - New out-of-district student transfer requests will be considered as space allows and will be considered on a first-come, first-serve basis.
  - Timelines for new out-of-district student transfer requests:
    - April....application timeline begins
    - February of current school year...Kilgore ISD will stop accepting out-of-district student transfer requests for remainder of school year
  - Each new out-of-district student transfer request MUST include the following:
    - Current student report card
    - Current Official High School Transcripts from “home” school (if applicable)
    - Current Official Attendance Report from “home” school
    - Current Official Discipline Report from “home” school
    - Prior year STAAR testing results (3<sup>rd</sup>-12<sup>th</sup>)
- **Continuing Out-of-District Student Transfer Request Requirements:**
  - Transfer application fee of \$50.00 per student, with an immediate family total fee not to exceed \$150.00 must accompany each out-of-district student transfer request. Application fee(s) are non-refundable.
  - Continued approval of out-of-district transfer into Kilgore ISD each school year is not guaranteed. The student’s attendance, discipline, and parent cooperation will be evaluated prior to the upcoming school year.
  - Continuing out-of-district transfer students should complete and return the application fee and application by **May 31<sup>st</sup>** in order to be considered for the upcoming school year. Applications returned after the deadline will be changed from “continuing” to “new” and will only be considered as space allows and will be considered on a first-come/first-serve basis.
  - Only completed applications with accompanying application fee will be accepted by district personnel
  - Timelines for continuing out-of-district transfer students:
    - April ~ Communication to the parents of all current Kilgore ISD out-of-district student transfers will occur and application timeline begins
    - **May 31 ~ Deadline for continuing out-of-district transfer students to return application fee and completed application. Applications returned after this deadline will be changed from “continuing” to “new” and will only be considered as space allows and will be considered on a first-come/first-serve basis**
    - June ~ Approval/Denial notifications will be mailed to parent/guardian