



## Out-of-District Transfer Agreement

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### Application Process:

- **Complete an application for each student requesting out-of-district transfer into Kilgore ISD.**
- **An out-of-district student transfer application fee of \$50 per student, not to exceed \$150 per family, and transfer application request form is required each year and for each sibling within a family.**
- **Compile all required documentation as outlined below**
- **Return 1) completed out-of-district transfer request form, 2) required documentation, and 3) appropriate transfer request application fee to the Kilgore ISD Administration office.**
- **Transfer fees will be accepted by cash or check/money order payable to Kilgore ISD.**

Kilgore ISD local policy FDA authorizes the school district to accept or reject any non-resident student transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language. A nonresident student wishing to transfer into Kilgore ISD shall file an application for transfer each school year.

### Conditions of Out-of-District Transfers:

1. Out-of-District transfer requests are approved for a period of one school year. Each transfer request will be annually evaluated considering program issues, building capacity, current enrollment, growth expectations, teacher assignments (allocation or removal), class sizes, and the requesting student's academic progress, attendance, discipline history and parental cooperation.
2. All out of district transfer requests must receive the approval of the receiving school principal or designee. A new transfer form is required for each sibling each year, whether they attend the same campus or not.
3. **School bus transportation is NOT provided to transfer students.**
4. The school principal will **revoke** a transfer and return the student to the home school if there are excessive absences, tardies, does not maintain a passing academic history, if the student violates the student code of conduct, and/or if there is a lack of parental cooperation.
5. Out-of-district student transfer request forms may be printed from the District website ([www.kisd.org](http://www.kisd.org)), picked up from any KISD campus, or picked up from the Administration Office.
6. Out-of-district student transfer requests will not be accepted for the current school year after the month of **January**.
7. **Applications with INCOMPLETE documentation and without fee payment will not be accepted.**