



UNION GROVE ISD 2025-2026 TRANSFER APPLICATION

The Union Grove ISD is now accepting Applications for Transfer for the 2025-2026 school year. All transfer students shall be subject to review by the administration in reference to established School Board Policy FDA(LOCAL). **The Board has adopted regulations for the administration to review all applications with strict adherence to the policy - especially in areas of attendance, discipline and grades - whether it is a returning transfer or a new request. STUDENTS FAILING A COURSE AT THE END OF THE 2025 SCHOOL YEAR WILL NOT BE APPROVED FOR TRANSFER unless they meet the approved exception guidelines.** Periodic reviews during the school year will be conducted by the principals to determine that students continue to meet the criteria. The Board reserves the right to accept or reject any transfer application, or *to revoke any transfer who fails to meet Board criteria at any time during the school year.*

1. **APPLICATION FOR TRANSFER:** All transfer students must complete the "APPLICATION FOR TRANSFER" and return it to the superintendent's office by **JUNE 26, 2025**. **APPLICATIONS FOR TRANSFER WILL BE REFUSED IF SUBMITTED AFTER JUNE 26, 2025.** Notification of approval/denial on student requests for transfer will be mailed the middle of July 2025; **except Kindergarten students – This will be pending registration in August.**
2. **TRANSFER FEE:** The Board has set the transfer fee for 2025-2026 as follows:

**** Transfers \$500.00 per family** (Subject to change each year)

THIS IS THE ONLY NOTICE YOU WILL RECEIVE REGARDING THE TUITION FEE, SO PLEASE KEEP THIS LETTER FOR FUTURE REFERENCE. FEES ARE DUE BY AUGUST 11th, 2025. STUDENTS WILL NOT BE ELIGIBLE TO REMAIN IN ATTENDANCE IF THE TUITION IS NOT PAID BY THIS DATE. YOU MAY PAY THE FULL TUITION FOR THE YEAR BY AUGUST 11; or, ONE-HALF BY AUGUST 11, 2025, AND ONE-HALF BY JANUARY 16, 2026. NO PAY-OUTS WILL BE ALLOWED.

The tuition **WILL NOT** be refunded to students who do not finish the semester, or move into the district.

2. **REQUEST FOR RECORDS:** Students requesting transfer **for the first time** must complete the "REQUEST FOR RECORDS" form and take it to the school the student(s) last attended. **Please wait until the end of the current school year to request these records;** these must be for the current school year. Copies of these records must be sent to the campus principal by June 26, 2025, to determine if the student meets the criteria for transfer.
4. **NEW STUDENTS** meeting the requirements and approved for transfer who are entering **KINDERGARTEN** through third grade will be admitted **pending verification of UGISD's student enrollment and class size in the first week of school or before if possible.** You will be notified if the district can/cannot accept the student(s) at that time.

Please note: Students who owe fines and/or charges from the previous year(s) will not be approved until all charges are paid. If you have any questions, please call Terri Woodfin in the superintendent's office at (903) 845-5509.

Sincerely,

Kelly Moore
Superintendent of Schools



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Transfer

Administrative Regulations for 2025-2026

- I. Strict adherence to Policy FDA(LOCAL), especially in areas of attendance, (Three tardies = 1 absence), grades and discipline.
- II. Payment shall be made in full by August 11, 2025; or one-half by August 11, and one-half by January 16, 2026. No pay-outs will be accepted.
- III. All transfers will be reviewed throughout the year for continued acceptance. All transfers will be reviewed periodically throughout the school year to determine if they continue to meet the criteria for transfer.
- IV. Students failing a course at the end of the school year will not be approved for transfer for the following school year (with exceptions as listed below).
- V. Transfers not current in tuition payment will be revoked.

ELIGIBLE:

- I. Failed just one subject - must meet the following also:
 - A. Less than 10 absences;
 - B. Minimal discipline problems; no DAEP assignment; and
 - C. Prompt payment of tuition fee for previous year(s).
- II. No failures - must meet the following also:
 - A. 15 or less absences;
 - B. Minimal discipline problems; no DAEP assignment; and
 - D. Prompt payment of tuition fee for previous year(s).

INELIGIBLE:

- I. Failed one class with more than 10 absences, had discipline problems, or, did not meet prompt payment requirement
- II. Failed two subjects
- III. More than 15 absences for the year
- IV. Preponderance of discipline problems (minor or major); or one trip to DAEP
- V. Has not been up to date on payment of transfer fees in prior year(s)
- VI. Lack of support for school or school programs



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Student's Name	2025-2026 School District of Residency	Prior Year School Student Attended 2024-2025 Year	Grade 2025-2026	
				Approved Disapprove Pending
				Approved Disapprove Pending
				Approved Disapprove Pending
				Approved Disapprove Pending
				Approved Disapprove Pending

This section must be completed by parent or guardian:

I have been informed of the Union Grove ISD policy concerning tuition charges for transfer student(s) whose grade is taught in the student's district of residence, and I accept responsibility for the payment of tuition. I have received a copy of the District's Administrative Regulations regarding transfer students on eligibility for transfer and reasons for revoking a transfer student.

I hereby agree to abide by these regulations as set forth.

Signed: _____
Parent's/Guardian's Signature

Printed Name: _____

Mailing Address: _____

City, State, Zip: _____

Physical Address if different from above: _____

Contact Number: _____

Superintendent: Kelly Moore 903-845-5509	Date	Signature
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**REQUEST FOR RECORDS
(for review of transfer application)**



UNION GROVE ISD 2025-2026 TRANSFER APPLICATION 2025-2026 SCHOOL YEAR

Records for grades K-6 should be mailed/faxed to: Mrs. Stephaney Wallace, Principal
K-6 PHONE: 903-845-3481 FAX: 903-845-6270

Records for grades 7-12 should be mailed/faxed to: Attn: Principal
7-12 PHONE: 903-845-5506 FAX: 903-845-3003
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Student's name: _____

Current Grade Level: _____

Parent/Guardian Name: _____

Address: _____

Home or Cell telephone #: _____ Work telephone #: _____

School student last attended: _____

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**(TO BE COMPLETED BY SCHOOL OFFICIAL AND) RETURNED WITH THE
COPIES OF THE RECORDS REQUESTED)**

School Address: _____

Phone: _____

Contact Person: _____

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RECORDS REQUESTED: ___√___ STAAR Testing Results
 ___√___ Latest achievement test results (if available)
 ___√___ Attendance record
 ___√___ Discipline record
 ___√___ Transcript or copy of student permanent grade
 record or Report Card
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Copies of the above records/information must be returned to the Union Grove campus principal for your child's grade level before your request for transfer can be considered.

**I, THE UNDERSIGNED PARENT/GUARDIAN OF THE ABOVE STUDENT, DO
HEREBY GIVE MY PERMISSION FOR THE RELEASE OF COPIES OF RECORDS
FOR MY CHILD/WARD TO THE UNION GROVE ISD FOR REVIEW ONLY:**

PARENT/GUARDIAN SIGNATURE