



Coldspring-Oakhurst CISD

Out-of-District Student Transfer

Transfer Eligibility Criteria

Coldspring-Oakhurst CISD welcomes transfer applications for students in Grades K–12. Transfers are approved on a space-available basis at no cost to the family, subject to the criteria below and the approval of the Campus Principal and Superintendent or designee. Each student in a sibling group is considered separately.

Eligibility Criteria

Each application will be evaluated against the following standards:

1. **Complete application.** The application packet is fully submitted with all required documentation.
2. **Attendance.** The student has maintained a 95% or higher attendance rate for each of the past two school years.
3. **In-School Suspension (ISS).** The student has received no more than 5 days of ISS during the past two school years.
4. **Disciplinary record.** The student has not been suspended (OSS), assigned to a Disciplinary Alternative Education Program (DAEP), or expelled during the past two school years.
5. **Retention.** The student was not recommended for retention during the prior school year. If both the student and parent/guardian agree with COCISD's retention recommendation, the transfer may still be approved for that school year.
6. **Class size and capacity.** The effect of additional students on grade-level class size and campus facilities will be considered.
7. **Currently enrolled transfers.** Transfer students already enrolled in COCISD in good standing will be given priority for available transfer positions.
8. **Returning transfers after family relocation.** Students who have attended COCISD for at least two consecutive school years may apply to remain if their family moves out of the district, provided all other criteria are met. Acceptance will be revoked if the student fails to maintain required standards, violates district policy, has recurring attendance or behavior problems, or withdraws at any time. A student who withdraws after becoming an out-of-district transfer forfeits the right to reapply in that status.

Acknowledgment — Parent/Guardian

I, _____ (printed name of parent/guardian), understand that I must provide documentation supporting the criteria above to the Registrar of Coldspring-Oakhurst CISD, Campus _____, for my child _____ (printed name of student). Failure to provide this information may result in denial of the application.

Non-Discrimination Notice: Coldspring-Oakhurst CISD reserves the right to accept or reject any transfer request. Such action is without regard to race, religion, color, sex, disability, or national origin. COCISD may revoke a transfer for failure to maintain acceptable levels of attendance, academic achievement, or compliance with the District's Student Code of Conduct.



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Commitment to Quality Schools Agreement

This agreement must be completed as part of the transfer application packet. All three sections must be submitted together:

- Transfer Application Form (Page 3)
- Transfer Application Checklist (Page 4)
- Commitment to Quality Schools Agreement (this page)

By signing below, the student and parent(s)/guardian(s) acknowledge that the transfer application, if approved, may be reviewed at any time during the school year, and that misconduct or misbehavior may affect the student's ability to remain enrolled in Coldspring-Oakhurst CISD.

We Pledge That:

1. We want the privilege of the student attending school in Coldspring-Oakhurst CISD.
2. We share COCISD's commitment to quality schools.
3. We will carefully read and become familiar with the COCISD Student Code of Conduct and Student Handbook.
4. The student will comply with the COCISD Student Code of Conduct and Student Handbook at all times.
5. We understand that COCISD evaluates the conduct of all transfer students throughout the school year and that a transfer may be immediately revoked at any time.
6. We understand that if the student's conduct does not comply with COCISD standards, the student will not be readmitted.
7. We understand that if admitted, transportation to and from COCISD is the sole responsibility of the family; the district will not provide transportation for transfer students.
8. The student will make every effort to be an exemplary student both academically and in conduct and behavior.
9. The student has no unexcused absences in the current or most recent semester and has had no discipline referrals in the current or previous semester.
10. Prior to approval, we will furnish to COCISD: an official copy of the student's most recent report card, attendance and discipline records, and current standardized assessment scores (STAAR/TELPAS). If accepted, we will also provide a copy of the student's original birth certificate, Social Security card, and immunization records to the campus registrar.

Student Signature (6th - 12th Grade Students Only)

Date

Parent/Guardian Signature

Date

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Application for Transfer

Please print clearly and complete all fields. Submit this form together with the Commitment Agreement and Application Checklist. Incomplete applications will not be processed.

Student Information

First Name Middle Name Last Name

Date of Birth Grade for Upcoming/Present School Year Student ID (if known)

Address & Contact

Home Address (Street) City Zip

School Information

School District Where Student Currently Resides Campus Student Would Attend in Home District

District Student Attended in Previous School Year COCISD Campus Requesting Admission To

Parent/Guardian Employment

Is either parent or legal guardian currently employed by Coldspring-Oakhurst CISD?

Yes _____ No _____

If yes — Department or Campus Assignment: _____

Is either parent an active member of the Military or a Peace Officer?

Yes _____ No _____

Submission Information

Completed packets must be submitted to the **Campus Registrar** at the campus you are requesting. Applications are accepted beginning **April 1st** each year. Families will be notified of the transfer decision within **30 business days** of submission. If you have questions, contact the Campus Registrar directly.

Parent/Guardian Printed Name Date

Parent/Guardian Signature

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Transfer Application Checklist

Please complete this checklist **before** submitting your application packet. An incomplete submission may delay or result in denial of your transfer request. Contact the Campus Registrar if you have any questions.

Required Documents

Check each item once the document is attached:

- _____ Official copies of the student's grades/report cards for the past two school years
- _____ Official attendance records for the past two school years
- _____ Official discipline records for the past two school years
- _____ Any documentation of criminal history (if applicable)
- _____ Current standardized assessment scores for the past two school years (STAAR, TELPAS, or other state-required assessments)
- _____ Completed Transfer Application Form (Page 3)
- _____ Signed Commitment to Quality Schools Agreement (Page 2)

Ongoing Standards for Continued Enrollment

I understand that the Superintendent or designee may revoke an approved transfer or deny re-application for any of the following reasons:

1. The student's attendance falls below 95% as calculated at the end of the school year.
2. The student receives more than 5 days of In-School Suspension.
3. The student is suspended, assigned to DAEP, or expelled.
4. The student fails to follow COCISD policies and procedures.
5. The student accumulates more than three (3) unexcused absences in any semester.
6. The student has recurring or persistent behavior problems.

Parent/Guardian Signature

Date Submitted

Student's Printed Name

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