For Office Use Only **Date Received: _____ Time Received: _____ Staff Initials: _____ Parent Initials: _____**

KRUM INDEPENDENT SCHOOL DISTRICT
INTRADISTRICT TRANSFER GUIDELINES

Intradistrict transfers may be approved by the Superintendent or designee, which will assist in maintaining a balanced enrollment among the District's campuses. An official application for such transfer must be submitted annually. This application must state the reasons for requesting an Intradistrict Transfer.

Intradistrict Transfer Requests for the upcoming school year MUST be returned to the campus office annually beginning June 1 to ensure consideration to secure a seat at the requesting campus.
ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED

All applications will be reviewed to determine whether or not Intradistrict Transfers may be accepted using the following criteria:

- The Krum Independent School District does not accept Intradistrict Transfer applications for students who are residents of other school districts [see Policy FDA (Local)].
- An Intradistrict Transfer will be approved for those qualifying students who are not offered required educational services on their home campuses [see Policy FDB (Local)].
- Transportation convenience or babysitter location will not be considered as a reason for the Superintendent or designee to reassign an individual student [see Policy FDB (Local)].
- No Intradistrict Transfers will be approved if such a transfer creates a need for additional staffing, changes in classroom space, or causes an enrollment imbalance. • Intradistrict Transfer students may be returned to their home campus to reestablish enrollment balance if an unexpected increase in enrollment on the requested campus occurs.
- The Krum Independent School District reserves the right to limit or to restrict Intradistrict Transfers to any campus.

All Intradistrict Transfer approvals are conditional. Students who create behavioral or attendance problems may be returned to their home campuses immediately, and/or their transfer applications may not be approved for the subsequent year. **No district transportation will be provided for Intradistrict Transfer students.** In applying for an Intradistrict Transfer, parents assume responsibility for transporting their students to and from school.

It is a criminal offense under Penal Code 37.10 to present false information or records for identification. Enrolling a child under false documents makes the person liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater (Education Code 25.001 (h)).

Presenting false information on an Intradistrict Transfer application or failing to update the information presented promptly shall be considered sufficient grounds for revocation of any transfer.

Parents/Guardians requesting an Intradistrict Transfer will be notified by phone or email after the final registration/verification date if the request is approved or denied.

Please return this form to the campus office.

Krum ISD Intradistrict Transfer Application

School Year Requesting Transfer: _____

Student's First Name: _____Last Name: _____ MI. _____

Student's Address: _____ City, St. Zip: _____

Student's Date of Birth: _____/_____/_____Grade Level for school year requesting transfer: _____

Parent/Guardian #1 Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Parent/Guardian #2 Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Reason for Transfer Request (please be specific): _____

_____

_____

_____

School **TO** which transfer is requested: _____

The student currently lives in the attendance zone: _____

I have read and understand the Intradistrict Transfer Guidelines of Krum ISD. I understand that presenting false or inaccurate information on this application is an offense against Texas Penal Code 37.01. ***I also understand that transportation is NOT provided for Intradistrict transfers since I requested the transfer.***

Parent Signature: _____ *Date:* _____

Admin use only

_____ Approved _____ Not approved

Campus Administration Signature: _____ Date: _____

Superintendent Approval: _____ Date: _____