Pittsburg ISD

NEW NONRESIDENT STUDENT REQUEST TO TRANSFER INTO THE DISTRICT 2026-2027

STUDENT INFORMATION

Student's Full Legal Name: _____

Social Security Number: _____ Date of Birth: _____ Grade for 2026-2027:_____

Physical Address: _____

Mailing Address: _____

Student's Home and/or Cell Phone Number: _____

The student lives with: ☐ Mother ☐ Father ☐ Both

☐ Other: (Name/Relationship) _____

Father/Guardian Name: _____

Work Phone Number: _____ Cell Phone Number: _____

Mother/Guardian Name: _____

Work Phone Number: _____ Cell Phone Number: _____

Is either parent employed by Pittsburg ISD? ☐ Yes ☐ No

If yes, please provide the campus/department: _____

TRANSFER REQUEST INFORMATION

Reason for transfer: _____

School District Student Lives In: _____

School District Last Attended _____

Campus Name: _____ Grade at Former School: _____

Does the student have siblings requesting a transfer? If yes, what grade and name(s): _____

_____

Has the student ever been enrolled in Pittsburg ISD? ☐ Yes ☐ No

How many credits has the student earned thus far? (High School students ONLY): _____

STUDENT ATTENDANCE RECORD: **DOCUMENTATION MUST BE ATTACHED TO THIS APPLICATION**

How many days was the student absent last school year? (If this transfer request is made during the current school year, include the number of absences to date.):

_____

If the student missed more than ten percent (10%) of the days in school last year or current school year, please provide explanation: _____

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STUDENT ACADEMIC RECORD

MUST PROVIDE THE FOLLOWING INFORMATION:

1. Copy of STAAR/Achievement Test Results
2. Copy of report card/transcript
3. Copy of immunization record

Check special program(s) that currently apply to the student: ☐ ESL ☐ GT ☐ Speech ☐ 504 ☐ Special Ed ☐ Other

_____

STUDENT DISCIPLINE RECORD

Has the student, during the current or previous school year, been:

- Expelled? ☐ Yes ☐ No
- Placed in In-School Suspension (ISS) or any other alternative classroom setting? ☐ Yes ☐ No
- Removed to a Disciplinary Alternative Education Program (DAEP)? ☐ Yes ☐ No

If you answered **Yes** to any of the above, please explain below and include the offense(s) and date(s):

_____

_____

_____

_____

PLEASE READ THE CONDITIONS FOR TRANSFER

This transfer agreement establishes the terms and conditions to attend Pittsburg Independent School District ("District") as a transfer student for the 2026-2027 school year. The student's parent or other person having lawful control of the student requests that the student be permitted to attend a school in the District during the 2026-2027 school year and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the ***2026-2027 school year only***. District approval of this transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year. Violating the terms of the transfer agreement may result in a transfer request not being approved for the following school year.

2. The parent/guardian MUST provide all the appropriate documentation listed below. **If the documentation is not received, the transfer application will be deemed incomplete and will not be considered or acted upon.**

   2.1 Proof of residence in "home" district (utility bill, current lease, or current property tax receipt)

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2.2. Student's school records:

- ❖ Report card
- ❖ Attendance record from prior year (must be by class for secondary students)
- ❖ Discipline history for the prior year (discipline documentation must contain detailed information)

2.3 Immunization records (current)

2.4 Birth certificate (certified copy)

2.5 Social Security card

3. This transfer, if approved, is for the named student only. District approval of this transfer creates no right or expectation that another student from the same family will be admitted as a transfer.

4. The student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the Student Code of Conduct throughout the entire school year. Acceptable levels are defined as:

   4.1 Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn the parent/guardian or the student of truancy proceedings under Education Code 25.095 and

   4.2 Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program (DAEP) or expulsion, and a pattern of persistent misbehavior or misconduct made within any grading period as determined by Campus Administration.

5. Once a completed Student Transfer Agreement has been received in the Superintendent's Office (including all requested documentation and the transfer fee), the transfer agreement (and supporting documentation) will be reviewed by the Campus Principal and the Superintendent. A decision will be made regarding the transfer request.

6. The parent/guardian will be notified in writing if there is a denial of the transfer request.

7. Transportation to and from a District school in which the student is assigned, is the responsibility of the parent/guardian or student.

8. The student and parent/guardian acknowledge that the eligibility of transfer students for participation in any UIL activity or other activities governed by UIL rules and regulations will be determined in accordance with UIL rules, regulations, and the receiving campus.

9. Except as modified by this transfer agreement, the student will be subject to all policies, rules, regulations, rights, privileges, and responsibilities of enrollment in the District as if the student resided in the District.

10. The transfer may be denied for the following reasons:

    10.1 Admission of the student would cause over-crowding of classes;
    10.2 Admission of the student would require the District to hire additional personnel;
    - ❖ A conference may be required to determine if additional staff is necessary for students with special needs.

    10.3 The student's prior attendance record;

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10.4 The student's prior discipline record and
10.5 Other lawful reasons determined by the District.

PARENT/GUARDIAN

As a parent or person standing in the position of legal responsibility for the child named in the document, I acknowledge that I have received a copy of Pittsburg Independent School District's policies FDA (Legal) and FDA (Local), and the Transfer Agreement must be executed and approved before the student is enrolled in the District. **The information provided in this form is true and factual to the best of my knowledge, and I understand that if any of this information is ever found to be incorrect, this Transfer Agreement may be denied or revoked**. My signature indicates my understanding of policy FDA (Local). This policy states that students must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the Transfer Agreement.

My signature also indicates permission for Pittsburg ISD personnel to contact my child's previous school(s) for additional information.

The District and the parent/guardian agree that this transfer agreement is the entire agreement controlling the admission and enrollment of the student in the District for the 2026-2027 school year.

_____
Parent/Guardian's PRINTED NAME

_____ _____
Parent/Guardian's SIGNATURE *Date*

CAMPUS PRINCIPAL

- **TRANSFER REQUEST RECOMMENDED**
- **TRANSFER REQUEST DISAPPROVED**

_____ _____
Campus Principal's Signature *Date*

SUPERINTENDENT

- **TRANSFER REQUEST APPROVED**
- **TRANSFER REQUEST DENIED**

_____ _____
Superintendent's Signature *Date*