DISD Application for In-District Student Transfer

Application Process:

- **Print Application and complete in full for each child requesting transfer into Denison ISD.**
- **Compile all required documentation as outlined below.**
- **Return the completed transfer request form and ALL required documentation**

Conditions of In-District Transfers:

1. School to school transfers are not permitted during the school year. Transfers may be requested during the following times:
   - Current DISD students: for the following school year during an open transfer window
   - Current DISD students who have moved and want to remain at their current campus: year-round AFTER the move
   - New DISD students: year-round PRIOR to enrollment/attendance

2. Approval shall be based on the following:
- Available space at the requested campus, as determined by the district
- In the prior year, the student had no more than 8 unexcused absences and no more than 10 unexcused late arrivals to school and total attendance was 90% or better
- In the prior year, the student was not expelled or placed at DAEP, and did not engage in persistent misbehavior (3 or more office referrals)
- Passing all classes (most recent semester for secondary, most recent yearly average for elementary)

3. A student may request a transfer to a different school for the following school year during an open transfer window.

4. A student may request to cancel a transfer and return to the campus zoned for his/her address at the end of a school year. Return to the zoned campus is not guaranteed during the school year.

5. The parent and student accepting a transfer agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. School bus transportation is **NOT** provided to transfer students. Transfer students must arrive to school on time. Requesting and accepting a transfer constitutes a parent's assurance that safe and timely transportation will be provided to and from the approved campus. **A transfer may be revoked if a parent does not provide safe and timely transportation.**

6. The transfer process is **NOT** applicable to students **PLACED** on a particular campus to receive special education or other specific district educational services.

7. Transfer applications will be approved or denied by the Assistant Superintendent. Parents will be notified, usually by mail, of the approval or denial of the transfer request. Transfers may be revoked at any time if the Superintendent or designee determines the student is in violation of transfer policy criteria, a return to the zoned campus is in the student's best interest, or a school no longer has available capacity.

Timeline for Transfer Applications:

April	Transfer applications may be submitted for next school year
Last Friday in May	Submittal deadline for transfer request documents
Last week of July	Appeal/Denial notifications will be sent in the mail

Applications with INCOMPLETE documentation will not be considered.

Violation of the District's Student Code of Conduct and lack of regular attendance may result in the revocation of the transfer. The District's policies may be found at www.denisonisd.net.

DENISON INDEPENDENT SCHOOL DISTRICT

Application for In-District Student Transfer

Date Application Received _____

Section A: **General Information** (Please print)

Name of Parent/Guardian: _____

Address: _____ City: _____

Daytime phone number: _____ Cell: _____

Name of student(s) requesting transfer Last First Middle	Last 4 of SS	Gender M or F	Date of Birth mmddyy	Hispanic/ Latino Y or N	Race	Attended DISD Last Year Y or N	Campus name student would attend in town they reside	Current Grade Level	Requesting Campus Name Student would attend with Denison ISD

Section B: **Reason for the Transfer**

Indicate below the reason for the request to transfer:

_____

_____

_____

_____

_____

Section D: **Acknowledgement of In-District Transfer Request Application**

Signature of Parent/Guardian: _____ Date: _____

This section must be completed by the receiving district assistant superintendent:

The above transfer(s) was ___ APPROVED on this _____ day of _____ 20____
___ DISAPPROVED

_____

Kyle Uber, Assistant Superintendent (903)462-7000