

APPLICATION FOR TRANSFER STUDENTS

Student Name: _____ SSN/ID no. _____

Parent/Guardian Name: _____

Residence Address: _____

Mailing Address (if different): _____

Telephone Numbers: (cell) _____ (home) _____ (work) _____

School District of Residence: _____

Last School Attended: _____

Principal Name: _____ Phone: _____

Student Age/Date of Birth: _____ Sex: M F

Grade Level entering Milano ISD: _____ Requested Start Date: _____

Why are you seeking admission to Milano ISD? _____

Required Documents (must be attached to application)

*** If your child is already a student at Milano ISD you do not need to provide these materials.**

Submit attendance records from previously attended school in previous school year.

Has student been removed to an alternative education program or expelled in the previous school year?

Yes No

If Yes, state offense and duration of assignment: _____

Submit report card(s) from previous school year.

STAAR/EOC Reports

Discipline Report

Milano ISD will consider all information submitted in view of the district's policy regarding inter-district transfers (attached) and will notify you after **ALL** requested information is completed and a decision on admission to Milano ISD schools has been made. **It is your responsibility to obtain records from the school previously attended.**

Thank you for your interest in attending Milano ISD.

Principal's recommendation: Yes No

Principal's Signature _____ Date _____

TRANSFER AGREEMENT

This Transfer Agreement establishes the terms and conditions for _____ (“student”) to attend the Milano ISD public schools (“district”) as a transfer student. Student is a resident of the _____ ISD school district. Student’s parent or guardian, _____ (“parent”), requests that the student be permitted to attend district schools in the current or upcoming school year and agrees to the following terms and conditions for that transfer:

1. **This transfer is effective for one school year only and must be renewed every school year.** District approval of this transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year.
2. This transfer is approved 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.
3. Student must maintain acceptable levels of attendance, academic achievement, and compliance with the Student Code of Conduct throughout the entire school year. Acceptable levels are defined as:
 - a. 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 or the student of truancy proceedings under Education Code 25.095;
 - b. academic achievement that results in a passing grade in all courses by the end of the semester. At the end of each grading period, the student should receive no more than one grade that is below passing; and
 - c. compliance with the Student Code of Conduct that results in no offenses requiring removal to an Alternative Education Program or expulsion and no more than two referrals each grading period for other Code of Conduct infractions.
4. Parent(s) must comply with and observe all District policies and reasonable District and campus procedures and requirements.
5. The superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance, academic achievement, or compliance with the Student Code of Conduct during a semester or who fails to pay tuition on time.
6. The superintendent may revoke the transfer of student whose parent(s) do not comply with and observe all District policies and reasonable District and campus procedures and requirements.
7. If the student’s approved transfer status is revoked, revocation ordinarily will be effective at the end of a semester; however, the Superintendent has discretion to revoke the transfer at the end of the grading period in which a standard for continued admission is violated. If approved transfer status is revoked for nonpayment of tuition, revocation will be effective immediately. Policy FDA(LOCAL), attached to this Agreement, explains the procedure for revocation.
8. If the student’s approved transfer status is revoked for any reason, the student shall not be eligible for admission in the future under a Power of Attorney.

9. Tuition of \$ 0 per semester must be paid in advance on or before the first instructional day of each semester. If it is necessary for the Superintendent to revoke a transfer for any reason, the District will refund a pro-rated portion of any tuition paid in advance.
 10. The parent or the student will be responsible for transportation to and from the district school to which the student is assigned.
 11. Except as modified by this Transfer Agreement, the student will be subject to all policies, regulations, rights, privileges, and responsibilities of enrollment in the district as if he or she resided in the district.
- The district and the parent agree that this Transfer Agreement is the entire agreement controlling the admission and enrollment of the student in the district for the current or upcoming school year.

Parent Signature

Superintendent Signature

Date

Date

Street Address

Approved: _____

City, State, ZIP

Denied: _____

Telephone

Transfer Requests

A student who resides in another district and desires admission to the District shall file an application for transfer with the Superintendent by May 1 before the school year for which admission is requested. Requests for admission as a transfer student after May 1 shall be considered on a case-by-case basis.

The Board authorizes the Superintendent to accept or reject any transfer request. In determining whether a student who resides in another district shall be permitted to enroll in District schools, the Superintendent shall consider the following factors:

1. The grade level of the student seeking admission and the effect of additional students at that grade on class size, staffing, and facilities.
2. The disciplinary record of the student seeking admission.
3. The attendance record of the student seeking admission.
4. The academic record of the student seeking admission.
5. If known, the parents' compliance with reasonable District and campus requirements, including maintaining positive and supportive relationships with the District and its employees, and compliance with District policy.

In determining whether a student who resides in another district should be admitted as a transfer student, the Superintendent may not consider the student's race, national origin, religion, sex, color, or disability.

Children of Nonresident Employees

Upon request from a nonresident full-time District employee, the employee's child shall be admitted as a transfer student into District schools for one school year. The request shall not be subject to the factors by which other transfer requests are considered, and the student shall not be subject to the revocation provisions described in this policy; however, approval shall be only for one school year at a time.

Transfer Agreement

Before a student is officially admitted to District schools, the parents and the Superintendent shall execute a transfer agreement that specifies the terms of the student's admission, including the amount of any tuition that shall be assessed; the schedule of tuition payments; the requirements for acceptable attendance, academic achievement, and compliance with the Student Code of Conduct; and the conditions under which the transfer agreement may be revoked.

A transfer agreement shall be in effect for one school year only. Acceptance of a transfer student in one school year creates no right

or expectation that a student shall be admitted as a transfer student in subsequent years. Admission of one student in a family as a transfer student creates no right or expectation that another student from the same family shall be admitted as a transfer. Transfer approval decisions are made on a student-by-student basis according to the factors and restrictions noted above.

Acceptable Levels

Students who reside in another district and who are admitted as transfer students shall meet and maintain acceptable levels of attendance, academic achievement, and compliance with the District's Student Code of Conduct.

"Acceptable" levels are defined as:

1. Attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the District to warn of truancy proceedings under Education Code 25.095. [See FEA, FEC, and FED]
2. Academic achievement that results in a passing grade in all courses by the end of the semester. At the end of each grading period, the student should receive no more than one grade that is below passing.
3. Compliance with the Student Code of Conduct that results in no offenses requiring removal to a disciplinary alternative education program or expulsion and no more than two referrals each grading period for other Student Code of Conduct infractions.

Revocation

During a school year, the Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance, academic achievement, or compliance with the Student Code of Conduct during a semester or whose parent demonstrates an unwillingness to comply with reasonable District and campus procedures or with District policy or fails to maintain a positive and supportive relationship with teachers and administrators. Ordinarily, revocation shall be effective at the end of a semester; however, if a student's attendance, academic achievement, or compliance with the Student Code of Conduct falls below the acceptable standard during a semester or the parent violates reasonable District and campus procedures or District policy, the Superintendent may revoke the transfer at the end of the grading period in which the standard is violated.

Before revoking a transfer agreement, the Superintendent or designee shall hold a conference with the student and parents to explain the basis for the revocation under the agreement and to allow

the student or parents to present any information they believe is relevant to the Superintendent's decision.

When a transfer is revoked because a student commits an offense that would require removal to a disciplinary alternative education program or expulsion from school, the District shall conduct the required disciplinary proceedings and assess a term of removal or expulsion. This information shall be included in the student's records sent to the district in which the student resides.

Appeal

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

Discipline-Based
Revocation

If the basis for a revocation is violation of the Student Code of Conduct, and the disciplinary action is upheld through the appeals process, revocation of the transfer agreement shall be effective when all District proceedings have been exhausted. Exhaustion of the disciplinary appeals processes shall also serve as the process to appeal revocation of the transfer agreement.

Tuition

The Board shall establish annually the amount of tuition required of transfer students who reside in another district. Tuition shall be paid in advance of each semester or according to the payment schedule in the transfer agreement. If tuition is not received by the due date, the Superintendent may revoke the transfer. If it is necessary for the Superintendent to revoke a transfer for any reason, the District shall refund a prorata portion of tuition paid in advance.

Transportation

The District shall not provide transportation for transfer students who reside in another district unless the students reside in a district for which the District is a receiving district. The parent or the student shall be responsible for transportation to and from the District school to which the student is assigned.