

UTOPIA INDEPENDENT SCHOOL DISTRICT

P. O. DRAWER 218
UTOPIA, TEXAS 78884

(830) 966-3339
FAX (830) 966-6162

Application for Student Transfer 2020-2021

Upon admission into the Utopia ISD public schools, the undersigned acknowledges the following:

1. Each year admission is requested, the parent must, complete the Application for Transfer and return to the campus office. In addition, you must provide UISD with a copy of your student's attendance record, most recent report card, State assessment information, and disciplinary information from the previous school attended. The school records may be faxed to the number listed above.
2. The transfer committee will review all records and staffing availability. A Transfer Committee composed of the principal and at least two teachers will meet and review each transfer request. The transfer committee shall consider the following factors in determining whether a student shall be permitted to enroll in UISD:
 - a. The grade level of the student seeking admission and the effect of additional students at the grade level on class size, staffing, and facilities.
 - b. The disciplinary record of the student seeking admission.
 - c. The attendance record of the student seeking admission.
 - d. The academic record of the student seeking admission.
 - e. Any additional factor not prohibited by law as deemed relevant by UISD.
3. After reviewing the transfer request, the committee will make a recommendation to the Superintendent to accept or reject the transfer request. The superintendent will review the committee's recommendation and either accept or reject the transfer request. Once a decision has been made, the parents will be notified in writing. The Transfer Committee will also review the progress of transfer students throughout the school year. If the committee determines there is a problem with a student's behavior or if the student has excessive absences or tardies, the parent will be contacted. If the behavior continues, a student's transfer may be revoked at any time and the student could be withdrawn to return to his/her home district. UISD will not be responsible for any charges resulting from revocation of transfer.
4. Re-approval of a current student's transfer status for the next succeeding year may be denied to a student with more than three (3) discipline referrals for minor offenses *or* one (1) discipline referral for a major offense *or* to a student who failed to meet the district's attendance standard *or* was habitually truant. A transfer can also be denied due to a lack of academic effort, academic attitude, or academic performance (grades, STAAR, or EOC Tests).

5. Utopia ISD will not provide transportation services to transfer students unless the student meets the bus at a designed point on an established route.
6. Transfer students entering UISD public schools from an accredited public, private, or parochial school after grade 1 are required to provide evidence of such prior schooling. Transfer Students will be placed initially at the grade level reached elsewhere, pending observation and results of tests that may be administered by appropriate district personnel, the principal will determine the final grade placement. An “accredited” school will be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner of Education.
7. Transfer students entering UISD public schools from non-accredited public, private, or parochial schools, including home schools will be placed initially at the discretion of the principal, pending observation by classroom teacher(s), guidance personnel, and the principal. Criteria for final grade placement may include:
 - a. Scores on achievement test(s), which may be administered by appropriate district personnel.
 - b. Recommendation of the sending school.
 - c. Prior academic record.
 - d. Chronological age and social and emotional development of the student.
 - e. Other criteria deemed appropriate by the principal.
8. Transfer students from non-accredited public, private, or parochial schools will be required to validate high school credit for courses by testing or evidence that courses meet State board requirements and standards.

The undersigned agrees to follow all the guidelines and requirements of transfer students that come into Utopia ISD public schools and failure to follow these guidelines and requirements will subject the student to exclusion from the Utopia ISD public schools.

Name of Student: _____

Signature of Parent or Legal Guardian

Date

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Returning transfers do not need to re-submit the following documents.

Your child's **new** application should include:

- School Academic Records
- Attendance Records
- Discipline Records
- Most Recent Report Card
- Either the Most Recent STAAR/EOC Exams (4th-10th)

OR

- The Most Recent Stanford/ITBS Exams (K-3rd)

Please include the documents listed above when submitting the application for transfer request. Incomplete applications will not be taken into consideration. Please complete all fields in the application prior to submitting this transfer request to the Utopia Independent School District. It is important to note, if you have multiple children for whom you wish to request transfer, a separate application must be completed for each of those children.

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Application for Student Transfer 2020-2021

Section A: General Information

Date of Application _____

Student's Name _____ Grade Level (2020-2021) _____

Student's Date of Birth _____ SSN: _____

Name and Address of Parent(s) or Guardian Completing Application:

Daytime and Home Telephone Numbers of Parent(s) or Guardian:

The student is currently or previously enrolled in:

_____ Public School. Please give the district and phone number. _____

_____ Private School. Please give the district and phone number. _____

_____ Home school.

_____ Charter school or academy.

Through which grade (PK-12) has the student successfully completed his/her education?

The student is/ or has been enrolled in the following programs:

Special Education	Yes	No
504 Program	Yes	No
Bilingual/ ESL/LEP	Yes	No
Gifted & Talented	Yes	No

Has the student engaged in conduct or misbehavior within the preceding year that has resulted in removal to an alternative education program (AEP), a disciplinary assignment outside the regular classroom, or expulsion from any school district, charter school, private or parochial school, or academy? YES / NO

If yes, please specify school and disciplinary placement. _____

Reason for Removal: _____

Duration for Removal: _____

Is the student on probation, conditional release, or information adjudication from a juvenile court for engaging in delinquent conduct or conduct in need of supervision? YES / NO

Is the student on probation or other conditional release for conviction of a criminal offense?
YES / NO

Has any official, administrator, or director of the school from which the student is transferring communicated to you that the student would not be permitted to return to the school the following academic year? YES / NO

Are state-required vaccinations of the student complete and current? YES / NO

AFFIRMATION

I understand that making a false statement in this document or any other document for the purpose of school enrollment is a criminal offense under Section 37.10 of the Texas Penal Code and could subject me to imprisonment for up to two years and/or a fine up to \$10,000. I further understand that enrollment of a child under false documents is a violation of Section 25.001 of the Texas Education Code and subject me to liability under Texas law for the greater of these amounts: the maximum tuition permitted by law or the cost per student budgeted by the District for maintenance and operating expenses.

Signed (Parent or Legal Guardian)

Date _____

Section B:

This section must be completed by the receiving district superintendent:

The above transfer(s) was APPROVED / DISAPPROVED

on this the _____ day of _____, 2018

Signature of Superintendent

Student Transfer Policy

“A Transfer student who becomes a discipline or attendance problem shall have their transfer agreement revoked; written notification shall be sent to the school district of residence.”

Signature of Parent or Legal Guardian

Date