

# Bandera Independent School District

## Nonresident Student Request to Transfer into the District

**SECTION I – STUDENT APPLICATION**

**Reason for Requesting Transfer:** {Please circle as applicable}

1. Student taking academic courses not offered in the school of residence.
2. Student whose parent is employed by receiving district and contributes to TRS.
3. Other reason \_\_\_\_\_

School Year for which transfer is requested: \_\_\_\_\_ Date Application Filed: \_\_\_\_\_

Student’s name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
First
Middle
Last

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Current Address: \_\_\_\_\_  
Physical Address, City, State, Zip Code  
 \_\_\_\_\_  
Mailing Address, City, State, Zip Code

School District in which student resides: \_\_\_\_\_ Current Grade: \_\_\_\_\_

School and school district which student last attended: \_\_\_\_\_

Parent/Guardian(s) Name: \_\_\_\_\_

Parent/Guardian(s) Address\*: \_\_\_\_\_  
Physical Address, City, State, Zip Code

Home/Cell phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

**Student Academic Record:**

- Please provide the following information:
1. Attendance Records from Previous Year
  2. Copy of Report Card/Transcript
  3. Copy of Discipline Record from Previous District {if necessary}
  4. Check special program(s) which currently apply to student

G/T _____	Special Education _____	Speech _____	
504 _____	ESL _____	Other _____	

**Student Discipline Record:**

Has the student been *suspended, expelled or placed in any alternative classroom setting* (D.A.E.P., In-school suspension, etc.) during the current or any previous school year? (circle) **Yes** **No**  
**If yes to any above action, explain:**

\_\_\_\_\_

As mandated by the Texas Education Code 25.001, the district is not required to admit a student if the student; is engaged in conduct or misbehavior within the preceding year which resulted in removal to an alternative education program or expulsions; was engaged in delinquent conduct or conduct in need of supervision and is on probation and other conditional release for that conduct; or was convicted of criminal offense and is on probation.

It is an offense to present false documents when enrolling a child, TEC 25.001(d) Penal Code Section 37.10. This offense subjects the person to liability for tuition and cost to the district under TEC 25.001(h). A person commits an offense if the person enrolls a child in a public school and fails to furnish identifying documents. This offense is a class B misdemeanor, TEC 25.002 (e).

I have read and understand the conditions, requirements and procedures.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**SECTION II – CAMPUS ADMINISTRATOR INTERVIEW**

**Date of conference** with parent and student: \_\_\_\_\_ In person Over the phone

Has the student ever been enrolled in Bandera ISD **Yes (if so, when)** \_\_\_\_\_ **No**

Student’s grade level for year of requested transfer: \_\_\_\_\_

Are there any siblings? **Yes** **No** On what other campuses: **AES HCE BMS BHS**

Reviewed student’s **number of credits** earned (required for High School student transfer only) \_\_\_\_\_

Reviewed **attendance records/transcripts** with Student and Parent? **Yes** **No**

**Did the student participate in varsity athletics in the school year prior to the year for which a transfer is requested?** **Yes No NA** If yes, list sport(s): \_\_\_\_\_

**If this request is for a transfer during a school year, is the student participating in a varsity sport currently?** **Yes No NA** If yes, list sport(s): \_\_\_\_\_

Has the Student/Athlete met with **Athletic Director** prior to this conference? **Yes No** \_\_\_\_\_ **A.D.**

Principal Recommendation: Transfer Approved \_\_\_\_\_ Transfer Denied \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to the District Office on: \_\_\_\_\_

**SECTION III – DISTRICT RECOMMENDATION**

Superintendent Recommendation: Transfer Approved \_\_\_\_\_ Transfer Denied \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent notified by campus on: \_\_\_\_\_ by: Phone Letter Electronically

**Bandera Independent School District**  
**Student Transfer Agreement**  
**20\_\_ - 20\_\_ School Year**

This Transfer Agreement establishes the terms and conditions for \_\_\_\_\_ (“Student”) to attend the Bandera ISD public schools (“District”) as a transfer student for the current school year, although the student is a resident of the \_\_\_\_\_ ISD. The student’s parent or other person having lawful control of the student, \_\_\_\_\_ (“Parent”) requests that the student be permitted to attend Bandera ISD schools. This transfer is made with full understanding and agreement to the following conditions: (initial by each one)

1. Student must have attendance record consistent with the state requirements of 90% attendance.
2. The student must not have a record of serious or persistent misconduct.
3. All transfers are subject to program availability as determined by administration.
4. Transportation shall be provided by the parent/guardian of the student.
5. Transfer students must meet all UIL guidelines, rules, and regulations to participate in University Interscholastic League competition.
6. Transfers will not be approved for athletic or UIL purposes.
7. Student must be a Texas resident.
8. Transfers must be applied for annually.

Applications for transfers shall be considered on an annual basis. The approval of a student’s transfer for one year does not imply or guarantee that the student’s transfer will be approved for the following year.

**Approval of Transfer:**

Approval of a student’s transfer request is based on program availability. Program availability is defined as the ability to accommodate additional students without adversely affecting staffing, class size, instructional delivery, facility space, support services, the overall budget, and the best interests of the District. [Board Policy FDA(LOCAL)]

**Revocation of Transfer:**

A transfer student must follow all rules and regulations of the District, including those for student conduct and attendance. Violation of the District’s rules and regulations may result in revocation of the transfer agreement. [Board Policy FDA(LOCAL)]

I understand that violation of the terms of the agreement may result in the transfer request not being approved the following year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEPS TO PROCESS TRANSFER REQUEST**

The forms must be filled out completely and have the required documentation attached in order to be processed expeditiously and submitted to Bandera ISD **annually**. Forms not filled out completely or incorrectly will be returned to the parent. An application for transfer will not be approved for extra-curricular participation. The campus principal will review the transfer application with the parent/guardian. After the application is complete, the application shall be submitted to Bandera ISD Central Office at 815 Pecan Street, Bandera Texas. The Superintendent is authorized to accept or reject any transfer requests. Campus Principal will notify the parent/guardian of the transfer approval or denial.