

OUT-OF-DISTRICT TRANSFER APPLICATION

TRANSFER REQUEST FOR SCHOOL YEAR 20____ — 20____

COMPLETE THE FORM USING THE INSTRUCTIONS ON THE NEXT PAGE. OUT-OF-DISTRICT TRANSFERS MUST BE COMPLETED EACH YEAR THE STUDENT REMAINS AN OUT-OF-DISTRICT STUDENT. DOCUMENTATION IS MANDATORY FOR STATE COMPLIANCE.

SECTION 1	STUDENT NAME (LAST, FIRST, MIDDLE)	STUDENT ID NO.	STUDENT SOCIAL SECURITY NUMBER (SSN)
	ETHNICITY (CIRCLE ONE) 1 American Indian or Alaskan Native 2 Asian or Pacific Islander 3 Black, not Hispanic 4 Hispanic 5 White, not Hispanic	DATE OF BIRTH	TRANSFER YEAR GRADE LEVEL
SECTION 2	DALLAS ISD SCHOOL REQUESTED (RECEIVING SCHOOL) SCHOOL NAME		TEA #
	REASON FOR TRANSFER (CIRCLE ONE LETTER) A Student taking academic courses needed for graduation and not offered in the district of residence. B Graduating senior who has attended the receiving district for at least the two previous years. C Student with two working parents, or whose sole parent works (in a single-parent home), and no childcare facility is located in the sending district. Only children less than ten years of age will be considered as needing child care unless it can be demonstrated that a child suffers a handicap, which renders him or her incapable of self-care. D Student whose health or safety is involved. 1) Health: Documentation from a medical doctor delineating specific medical reasons must be obtained and on file. 2) Safety: Both superintendents involved must acknowledge the validity of the safety issue for which the transfer is granted. E Student whose parent/guardian is employed by the receiving district and currently contributes to the Texas Teacher Retirement System. F Student whose home is more than 20 miles closer to the receiving school than the school of residence. G Student transferring to a regional day school for the deaf. (CA 5281) H Special education student from district where the special education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to Agency guidelines by the receiving district. (CA 5281) I Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 25.039) J Student does not qualify for any other exemptions/hardships. K Student transferring from a low-performing school under the Public Education Grant program.		
SECTION 3	DISTRICT NAME SERVING YOUR RESIDENCE		DISTRICT TEA #
	SCHOOL NAME SERVING YOUR RESIDENCE		SCHOOL TEA #
SECTION 4	CHECK ONE <input type="checkbox"/> I have been informed of the receiving district's policy concerning tuition charges, if any, for a transferred student whose grade is taught in the student's district of residence, and I accept responsibility for the payment of tuition. <input type="checkbox"/> My child is assigned to a low performing school outside of DISD and I request a transfer under the Public Education Grant Program. <input type="checkbox"/> I am an employee of the district and I request that the tuition be waived. Name of Campus/Department: _____		
SECTION 5	PARENT'S/GUARDIAN'S NAME		PARENT'S/GUARDIAN'S SIGNATURE
	STREET ADDRESS		CITY, STATE, ZIP
	WORK PHONE #		HOME PHONE #
SECTION 6	RECEIVING SCHOOL PRINCIPAL'S DECISION : (CIRCLE ONE) APPROVED NOT APPROVED		STUDENT TRANSFER COORDINATOR'S DECISION : (CIRCLE ONE) APPROVED NOT APPROVED
	RECEIVING PRINCIPAL'S SIGNATURE	DATE	STUDENT TRANSFER COORDINATOR'S SIGNATURE DATE
CRC/DATA CONTROLLER: DO NOT ENROLL any out-of-district student until the Student Transfer Coordinator has approved the transfer. All student coding will take place at the central level.			

NOTE: There are **no appeals** for out-of-district transfers that are not approved. If the transfer is not approved, the student would need to attend a school in the district serving their residence.

Instructions for Completing OUT-OF-DISTRICT TRANSFER APPLICATION

The Out-of-District transfer form should be completed according to the instructions listed below. Use the Texas School Directory for TEA county-district and campus numbers found at <http://mansfield.tea.state.tx.us/TEA.AskTED.Web/Forms/Home.aspx>. For assistance, contact any Dallas ISD campus, Pupil Accounting at (972) 925-3645, or the Student Transfer Office at (972) 925-3270.

- STEP 1:** Pick up Out-of-District Transfer Application at the Administration Building or at any Dallas ISD school. Complete all parts of **SECTION 1**, **SECTION 2**, **SECTION 3**, **SECTION 4**, and **SECTION 5**.
- STEP 2:** Take completed form to the principal of the school to which you wish to transfer to for signature and recommendation in **SECTION 6**.
- STEP 3:** Take form to the Student Transfer Office in the Administration Building for final approval in **SECTION 6**. In many cases, the campus will forward the form to the Student Transfer Office for final approval.
- STEP 4:** The Student Transfer Office will notify you of the decision. Until you hear from the Student Transfer Office, student cannot enroll in the Dallas ISD.

SECTION 1	STUDENT NAME	Print the student's name. Use a different form for each student.
	STUDENT ID NO.	Enter the student's seven-digit school ID number.
	STUDENT SOCIAL SECURITY NUMBER (SSN)	Enter the student's social security number (SSN), if available.
	ETHNICITY	Circle one ethnicity for the student.
	DATE OF BIRTH	Enter the student's date of birth (MM/DD/YYYY).
	TRANSFER YEAR GRADE LEVEL	Enter the grade level that the student is applying for.
	GENDER	Circle the gender of the student.
	DISTRICT ATTENDED LAST YEAR	Enter the district the student attended last year.
SECTION 2	DALLAS ISD SCHOOL REQUESTED (RECEIVING SCHOOL)	
	SCHOOL NAME	Enter the name of the Dallas ISD school the student is requesting a transfer to attend.
	TEA #	Enter the TEA # of the Dallas ISD school the student is requesting a transfer to attend.
SECTION 3	REASON FOR TRANSFER	Circle the letter in front of the reason for the transfer. Most magnet students will use reason J, unless they qualify for another reason. Reason C can only be used by students who are under ten years of age.
	DISTRICT NAME SERVING YOUR RESIDENCE (Compliance Requirement)	Enter the name of the district in which the student lives. This would be the district that would serve the student based on their home address. Applications cannot be processed without this information.
	DISTRICT TEA # (Compliance Requirement)	Enter the TEA # of the district in which the student lives. This would be the district that would serve the student based on their home address. The Texas School Directory containing the TEA numbers for school districts in Texas can be found at http://mansfield.tea.state.tx.us/TEA.AskTED.Web/Forms/Home.aspx . Applications cannot be processed without this information.
	CAMPUS NAME SERVING YOUR RESIDENCE (Compliance Requirement)	Enter the name of the school where the student would attend based on their home address. Applications cannot be processed without this information.
SECTION 4	CAMPUS TEA # (Compliance Requirement)	Enter the TEA # of the school where the student would attend based on their home address. The Texas School Directory containing the TEA numbers for school districts in Texas can be found at http://mansfield.tea.state.tx.us/TEA.AskTED.Web/Forms/Home.aspx . Applications cannot be processed without this information.
	CHECK ONE	Check the statement that best fits your transfer. If you are a Dallas ISD employee, enter the name of the Campus or Department where you work.
SECTION 5	PARENT'S/GUARDIAN'S NAME	Enter the name of the parent or guardian requesting the transfer.
	PARENT'S/GUARDIAN'S SIGNATURE	The parent or guardian requesting the transfer must sign the application here.
	STREET ADDRESS	Enter the student's street address. Include apartment numbers, if applicable.
	CITY, STATE, ZIP	Enter the city, state and ZIP for the street address.
	WORK PHONE #	Enter the parent or guardian work phone number.
	HOME PHONE #	Enter the home phone number.
SECTION 6	RECEIVING SCHOOL PRINCIPAL'S DECISION, SIGNATURE, and DATE	The receiving school principal will approve or deny the application, sign and date here. This portion is completed by the school.
	STUDENT TRANSFER COORDINATOR'S DECISION, SIGNATURE, and DATE	The student transfer coordinator will approve or deny the application based on the receiving school principal's decision, sign and date here. This portion is completed by central staff. Students cannot enroll in the Dallas ISD school until this portion is COMPLETE.

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