

CURRICULUM TRANSFER APPLICATION PROCESS

Below are the steps to apply for a CURRICULUM TRANSFER in the Dallas Independent School District.

STEP 1	Pick up Curriculum Transfer Application at the Administration Building or at any Dallas public school.
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STEP 2	Take completed form to the principal of the school to which you wish to transfer for signature and recommendation. The principal will confer with the principal of your home school and EITHER forward the form to the home school principal for signature and recommendation OR ask you to complete STEP 3.
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STEP 3	Take form to the principal of your home school for signature and recommendation.
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STEP 4	Take form to the Student Transfer Office in the Administration Building for final approval. In many cases, the campus will forward the form to the Student Transfer Office for final approval.
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STEP 5	The Student Transfer Office will notify you of the decision. Until you hear from the Student Transfer Office, you should continue attending the school in which you are enrolled.
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CURRICULUM TRANSFER APPEALS PROCESS

You have two levels of appeal if the transfer is not approved:

Level One to the Area Superintendent(s) of the school(s) involved and

Level Two to the Student Transfer Appeals Committee.

If you wish to appeal, you must do so by writing a Letter of Appeal that includes the following:

Student Name, ID Number, Grade Level

Parent/Guardian's Name

Home Address, Telephone Number (Day and Evening)

Schools Involved in the Transfer Request

Relevant Circumstances and Pertinent Documentation

The Letter of Appeal, along with the Student Transfer Application and other pertinent documentation, must be mailed or delivered to the Student Transfer Office at the following address:

Dallas Independent School District

Student Transfer Office

c/o Office of Equity and School Choice

3700 Ross Avenue

Dallas, Texas 75204

The appeal will be forwarded to the Area Superintendent(s) of the school(s) involved. If the appeal is approved, you will be notified by telephone or mail. If the appeal is denied, you will be notified and, if you wish, scheduled for a Student Transfer Appeals Committee meeting where you have the opportunity to present your case in person. The Student Transfer Appeals Committee will review your appeal and notify you of their decision. While your appeal is being processed, your child should attend the school in which he/she is currently enrolled.

STUDENT, PARENT, CAMPUS, AND DISTRICT EXPECTATIONS

Transfer students are expected to follow school rules, attend school regularly, maintain passing grades and appropriate behavior, and participate in school activities. Parents of transfer students are expected to support their children in their academic efforts and behavior, in addition to participating in parent activities. Campuses are expected to provide priority counseling services for transfer students, parent advocacy and information services, support for the student's full-year stay on the campus, and a climate of acceptance. The District is expected to provide an equitable and consistent Student Transfer Program.

PLEASE PRESS FIRMLY.



CURRICULUM TRANSFER APPLICATION

Dallas Independent School District

TRANSFER REQUEST FOR SCHOOL YEAR _____ - _____

NOTE TO PARENT / GUARDIAN OF APPLICANT: A CURRICULUM TRANSFER IS A TRANSFER THAT GIVES ANY STUDENT THE OPTION OF TRANSFERRING FROM HIS/HER HOME SCHOOL TO THE NEAREST SCHOOL THAT OFFERS A COURSE OR CURRICULUM NOT OFFERED IN THE HOME SCHOOL, PROVIDING SPACE IS AVAILABLE. IF A CURRICULUM TRANSFER STUDENT DOES NOT ENROLL IN THE COURSE FOR WHICH THIS TRANSFER IS REQUESTED, THE TRANSFER WILL BE REVOKED, AND THE STUDENT WILL BE RETURNED TO THE HOME SCHOOL. OTHERWISE, CURRICULUM TRANSFER STUDENTS ARE REQUIRED TO REMAIN AT THE SCHOOL TO WHICH THEY TRANSFER FOR THE ENTIRE SCHOOL YEAR.

STUDENTS MUST APPLY BY **THE LAST DAY OF THE CURRENT SCHOOL YEAR** FOR THE FOLLOWING YEAR'S ENROLLMENT. ONCE THE CURRICULUM TRANSFER IS APPROVED, ELEMENTARY CURRICULUM TRANSFER STUDENTS MAY REMAIN AT THE SCHOOL WITHOUT REAPPLYING EACH YEAR. SECONDARY CURRICULUM TRANSFER STUDENTS MUST REAPPLY EACH YEAR.

STUDENT NAME (LAST, FIRST, MIDDLE)	STUDENT ID NO.	TRANSFER YEAR GRADE LEVEL
HOME ADDRESS (STREET NO. ,STREET NAME, CITY, ZIP CODE)	SEX (CIRCLE ONE) FEMALE MALE	ETHNICITY (CIRCLE ONE) AFRICAN AMERICAN AMERICAN INDIAN ASIAN OR PACIFIC ISLANDER HISPANIC ANGLO
HOME TELEPHONE NO.	DATE OF BIRTH	
TRANSFER TO (RECEIVING SCHOOL)	TRANSFER FROM (SENDING SCHOOL)	

REASON FOR TRANSFER REQUEST (PLEASE GIVE SPECIFIC DETAILS):

PARENT / GUARDIAN SIGNATURE:	DATE:
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RECEIVING SCHOOL PRINCIPAL'S DECISION: (CIRCLE ONE) APPROVED NOT APPROVED	SENDING SCHOOL PRINCIPAL'S DECISION: (CIRCLE ONE) APPROVED NOT APPROVED
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REMARKS:	REMARKS:
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RECEIVING PRINCIPAL'S SIGNATURE	DATE:	SENDING PRINCIPAL'S SIGNATURE	DATE:
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STUDENT TRANSFER COORDINATOR'S RATIFICATION: (CIRCLE ONE) APPROVED NOT APPROVED	STUDENT TRANSFER COORDINATOR'S SIGNATURE:	DATE:
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AREA SUPERINTENDENT'S DECISION: (CIRCLE ONE) APPROVED NOT APPROVED	AREA SUPERINTENDENT'S SIGNATURE:	DATE:
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STUDENT TRANSFER APPEAL COMMITTEE'S DECISION: (CIRCLE ONE) APPROVED NOT APPROVED	CHAIRPERSON'S SIGNATURE:	DATE:
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NOTE: A TRANSFER APPLICATION IS OFFICIALLY APPROVED WHEN THE RECEIVING PRINCIPAL, THE SENDING PRINCIPAL, AND THE TRANSFER COORDINATOR SIGN AND MARK "APPROVED" IN THE APPROPRIATE SECTION OF THE FORM. UNTIL THE APPLICATION IS OFFICIALLY APPROVED, THE STUDENT SHOULD CONTINUE TO ATTEND THE SCHOOL IN WHICH HE/SHE IS CURRENTLY ENROLLED.

FOR RECEIVING SCHOOL'S USE ONLY: CIRCLE ONE: NEW APPLICATION REAPPLICATION	CRC/DATA CONTROLLER: AFTER APPROVAL BY THE STUDENT TRANSFER OFFICE, INPUT BUS ELIG (ALPHA) CODE K OR L AND TRANS LOC (HOME SCHOOL).	FOR STUDENT TRANSFER OFFICE USE: WHITE - PUPIL ACCOUNTING GREEN - STUDENT/PARENT CANARY - SENDING SCHOOL PINK - RECEIVING SCHOOL GOLDENROD - TRANSFER OFFICE
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