

2008 - 2009
INTRADISTRICT TRANSFER FORM

EXCEPT AS OTHERWISE PROHIBITED BY STATE LAW, DISTRICT POLICY, OR BOARD ACTION, THE TRANSPORTATION FOR A TRANSFER STUDENT IS THE RESPONSIBILITY OF THE STUDENT AND FAMILY.

Requested Campus: _____ Date Submitted: _____

TYPE OF TRANSFER REQUEST (See reverse for description of various types of transfers and procedures)

- PEG (Public Education Grant)**
- PARENTAL CHOICE TRANSFER** (Must be Northside ISD resident)
- NORTHSIDE ISD EMPLOYEE TRANSFER** (Northside ISD resident, transfer request to employee's campus only.)
- PROGRAM TRANSFER** (Applications may be obtained from/submitted to the student's home school counselor.)
- ADMINISTRATIVE TRANSFER** (Initiated by the Principal or Senior Administrative Staff only.)

STUDENT INFORMATION

STUDENT NAME(S)	AGE	BIRTHDATE	GRADE LEVEL (2008-2009)	SSN	SPECIAL ED / 504
1. _____	_____	_____	_____	____-____-____	Yes ___ No ___
2. _____	_____	_____	_____	____-____-____	Yes ___ No ___
3. _____	_____	_____	_____	____-____-____	Yes ___ No ___

(IF PARENTAL CHOICE TRANSFER, list names of siblings you wish to have transferred to the same school.)

PARENT INFORMATION

PARENT'S NAME: _____ ADDRESS: _____
(Street, City, Zip Code)

HOME PHONE: _____ WORK PHONE: _____ WORK PHONE: _____
(Mother) (Father)

School Attended (2007-08): _____ Home Campus (2008-2009): _____

*****Receiving School Use Only*****

RECOMMENDED FOR APPROVAL TO PUPIL PERSONNEL BY: _____ (Administrator's Signature)

DISAPPROVED BY: _____ (Administrator's Signature)

ADM TRANSFER AUTHORIZED BY: _____ (Executive Director/Assistant Superintendent Signature) **One Year Only? Y N**

STUDENT'S TRANSFER REQUEST IS DENIED FOR THE FOLLOWING REASON(S):

<input type="checkbox"/> Closed to Transfers	<input type="checkbox"/> Failure to meet program requirements
<input type="checkbox"/> Lack of Space	<input type="checkbox"/> Discipline or safety issues
<input type="checkbox"/> Cluster School	<input type="checkbox"/> Timeliness of request
<input type="checkbox"/> Boundary	<input type="checkbox"/> Excessive absences/tardiness

STUDENT'S TRANSFER IS REVOKED FOR THE FOLLOWING REASON (S)

<input type="checkbox"/> Poor conduct	<input type="checkbox"/> Excessive absences/tardiness
<input type="checkbox"/> Parent revoked request	<input type="checkbox"/> Failure to meet specific program requirements

RETURN FORM TO PUPIL PERSONNEL INDICATING APPROVAL, DISAPPROVAL, OR REVOCATION.

*****PUPIL PERSONNEL USE ONLY*****

Notification Date: _____ Pupil Personnel Director/Designee: _____

TYPES OF INTRADISTRICT TRANSFERS

GENERAL PROVISIONS

Except as otherwise provided by state law, district policy, or board action, the transportation for a transfer student is the responsibility of the student and family.

A student who has been approved for an Intradistrict Transfer for the current school year may continue at the same school unless the transfer is revoked or until the student completes that level of schooling or otherwise becomes ineligible. Transfer requests do not have to be renewed annually. A transfer approved for an individual student does not in any way create an agreement to transfer siblings of the student.

ADMINISTRATIVE TRANSFER

A transfer may be initiated administratively to assign a student to a different school for reasons including, but not limited to concerns related to discipline, safety, sexual assault, bullying, or extraordinary conditions affecting the family or the school. It must be initiated by the home campus principal or Assistant Superintendent or Executive Director for Elementary or Secondary Administration only if one or more of the conditions described above exist. Unless otherwise noted, an Administrative Transfer is valid only for one year.

EMPLOYEE TRANSFER

A full-time employee who resides in Northside and is the parent/legal guardian of a child may submit a written request that the child be transferred to the school where the employee is a full-time employee. Such a request shall be submitted to the principal of the employee's school via an INTRADISTRICT TRANSFER FORM. The employee shall be required to acknowledge, in writing via a document entitled ACKNOWLEDGEMENT FOR TRANSFER OF CHILD OF EMPLOYEE, that the information contained within the TRANSFER request is accurate.

A request may be denied by the principal on the basis of failure of the employee to meet residency requirements, lack of space, the student's record (grades, attendance, discipline), or other factors related to the educational or work environment of the school.

If the principal recommends an employee transfer, the principal shall sign and forward the INTRADISTRICT TRANSFER REQUEST and the ACKNOWLEDGEMENT OF TRANSFER to Pupil Personnel. Once approved, the Director of Pupil Personnel shall notify the employee and the principal, in writing, of the transfer. Such a transfer shall remain in effect for the duration of the school year for which the transfer was requested unless the employee transfers from the school during that year or the transfer is revoked or the student completes that level of schooling or otherwise becomes ineligible.

PARENTAL CHOICE TRANSFER

A parent may submit a parental choice transfer request for the coming school year to the Office of Pupil Personnel immediately following Spring Break until the first day of the subsequent school year. Requests received by April 9, 2009 shall receive priority consideration and shall be ordered by lottery. Requests submitted between April 9, 2009 and the first day of the subsequent school year shall be placed on a waiting list ordered by date and time received and will be considered if space becomes available after the beginning of the school year.

Parental choice transfer requests may be denied by the Principal on the basis of the student's record (excessive absences or tardies or poor conduct), or by the Office of Pupil Personnel due to lack of timeliness in filing the request, lack of space, or the absence of needed program services or support facilities. Elementary cluster campuses are restricted to transfers from their own sending campuses (BOARD POLICY FC LOCAL). Schools involved in a boundary change are not permitted to accept parental choice transfers for two school years (BOARD POLICY FDB LOCAL).

PROGRAM TRANSFER (CAREER & TECHNOLOGY)

A student may apply to attend another district school in order to attend a specific Career & Technology Education Program if the program is not offered at the school to which the student is assigned. A request for a program transfer must be submitted to the school counselor. Such requests are dependent upon the student being admitted to the specific program and require continuous enrollment to remain in effect. The student requesting a program transfer must demonstrate interest, aptitude and ability to benefit from the program. A program transfer may be disapproved for lack of space, absence of needed program or support facilities, low grades, discipline or safety issues, excessive tardiness or absences, or untimeliness of request. A student approved for a program transfer shall be transferred as a full-time student to the school offering the program. Fulfillment of requirements includes regular and punctual attendance, good conduct and continued enrollment in the program. Generally, program transfer applications may be submitted in March. Priority consideration shall be given to requests received by April 9, 2009. Requests received after this date shall be processed as parental choice transfers unless the student is new to the district. Confer with your child's counselor to determine dates and times for application to specific programs.

NAME OF PROGRAM: _____

CAMPUS: _____

PUBLIC EDUCATION GRANT (PEG)

A student may apply to attend another school in the district if the school to which the student would be assigned by residence is a low performing school. A low performing school is a school at which 50 percent or more of the students did not perform satisfactorily on the state-mandated assessments in any two of the three preceding years or that was considered academically unacceptable at any time in the preceding three years. Approval is contingent upon availability of space at the requested school.