

MOUNT VERNON ISD
OUT OF DISTRICT TRANSFER STUDENT PROCEDURES
BOARD POLICY FDA LOCAL

1. Parent or legal guardian completes the transfer application and signs the transfer agreement.
2. Parent submits to campus principal the following documents for review: completed transfer paperwork with the following supporting documents attached to campus principal:
 - a. Completed MVISD Transfer Application
 - b. Signed MVISD Transfer Agreement
 - c. Copy of most recent school report card
 - d. Copy of most recent STAAR test results
 - e. Copy of attendance record from the prior school year
 - f. Copy of discipline history with detail from the prior school year
3. Campus principal reviews all provided information for determination. Additional documentation may be requested to assist in making determination for admittance.
4. Campus principal will make decision to accept or deny transfer request based on supporting documents provided, campus enrollment capacity, and staffing needs. Decision is submitted to Superintendent or Superintendent's Designee for final review.
5. Parent/legal guardian is notified of decision by campus principal via phone call, email, letter, or in person prior to the first day of school.

MOUNT VERNON INDEPENDENT SCHOOL DISTRICT
Transfer Application for _____ School Year
For Students Living Outside of the Mount Vernon ISD Boundaries

Authority for Data Collection: Texas Education Code 21.061; Civil Action 5281, Section A. **Planned Use of Data:** To complete the report required by Federal Court Order Civil Action 5281. For further information, contact the Division of Equal Education Opportunity at 512-463-9519.

Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code, and enrollment of the child under false documents subjects the person to liability for tuition and/or other costs. TEC Sec 25.002(3)(d).

INSTRUCTIONS: This form must be completed for each student requesting transfer into Mount Vernon ISD. If this is a new transfer applicant, the following documents must accompany the application to be processed: **(1)** Current School Report Card, **(2)** Attendance Record for the prior year, including class periods if grade 7-12, **(3)** STAAR Testing Results, and **(4)** Discipline History with detail for the prior year.

STUDENT INFORMATION						
Legal Name of Student (Appears on Birth Certificate)	Date of Birth	School District Where Student Lives	School Campus Where Student Lives	Prev Yr Grade Level	Attended MVISD Last Year?	MVISD Campus Attended Last Year
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
During the last two school years, has the student been assigned to a Disciplinary Alternative Education Program? <input type="checkbox"/> Yes <input type="checkbox"/> No During the last two school years, has the student been expelled from school? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for requesting transfer to MVISD: _____						

PARENT/GUARDIAN INFORMATION				
Full Name	Physical Street Address	City, State, Zip	Daytime Phone	Email Address
Do you have any other children that will be requesting transfer on another MVISD campus? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , number of children? _____ Are you an employee of MVISD? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Campus or Location: _____ Position: _____				

- Please read the conditions for transfer stated below:**
- Approval for an out-of-district transfer is valid only for the current school year
 - Parent/Guardian must submit applications annually
 - Parent/Guardian must sign Mount Vernon ISD Transfer Agreement
 - Transportation is to be provided by the parent/guardian or student
 - Student eligibility for participation in athletics will be determined by the receiving campus according to UIL rules and regulations
 - Authorized transfers may be revoked at any time by the superintendent or designee in cases where attendance and/or behavior are unsatisfactory, or in cases where supporting evidence is not correct or cannot be verified or that such conditions have changed.

FOR DISTRICT USE					
Local ID		Campus ID of Residence		TxIS Coded <input type="checkbox"/>	
Accepting Campus			Decision <input type="checkbox"/> Accepted <input type="checkbox"/> Denied		
Campus Principal Signature			Date		
Superintendent/ Designee Signature			Date		
Notified By		<input type="checkbox"/> Letter <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Person			Agreement Filed <input type="checkbox"/>
Notes					

 Parent/Guardian Signature _____
 Date

FOR SCHOOL USE	
Student ID	
Campus ID	

MOUNT VERNON ISD TRANSFER AGREEMENT

This transfer agreement establishes the terms and conditions for _____ (student) to attend the Mount Vernon ISD public schools as a transfer student for the _____ school year. Student is currently a resident of _____ school district. _____ (parent/guardian), requests that the student be permitted to attend district schools in the _____ school year and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the current school year only. District approval of this transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year.
2. This transfer is approved for the named student only. District approval of this transfer creates no right or expectation that another student from the same family will be admitted as a transfer.
3. The parent or the student will be responsible for transportation to and from the district school to which the student is assigned.
4. Student must maintain acceptable levels of attendance, academic achievement, and compliance with the MVISD Student Code of Conduct throughout the entire school year. Acceptable levels are defined as:
 - a. attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the district to warn the parent or the student of truancy proceedings under Education Code 25.095;
 - b. academic achievement that results in a passing grade in all courses by the end of the semester. At the end of each grading period, the student should receive no more than one grade that is below passing; and
 - c. compliance with the MVISD Student Code of Conduct that results in no offenses requiring removal to a Discipline Alternative Education Program or expulsion and no more than two referrals each grading period for other code of conduct infractions.
5. Parent must comply with and observe all district and campus policies and procedures.
6. The superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance, academic achievement, or compliance with the MVISD Student Code of Conduct any time during the school year.
7. The superintendent may revoke the transfer of student whose parent(s) do not comply with and observe all district and campus policies and procedures.
8. If the student's approved transfer status is revoked, revocation ordinarily will be effective at the end of a semester or grading period; however, the superintendent has discretion to revoke the transfer at any time during the school year in which a standard for continued admission is violated. See board policy FDA (LOCAL) for further explanation of the procedure for revocation.
9. If the student's approved transfer status is revoked for any reason, the student shall not be eligible for admission in the future.
10. Except as modified by this transfer agreement, the student will be subject to all policies, regulations, rights, privileges, and responsibilities of enrollment in the district as if he or she resides in the district.

The district and parent agree that the transfer agreement is the entire agreement controlling the admission and enrollment of the student in the school district for the _____ school year.

Parent Signature

Date

Principal Signature

Date