

Granbury ISD  
District Name

Texas Education Agency  
Division of Accreditation  
Application for Transfer

111-901  
County-District Number

2021-2022

**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.

**Instructions:** This form must be used for all student transfers, **within the State of Texas**, including hardship. Column instructions can be found on the reverse side of this form. The Superintendent of the receiving district must circle **approval** or **disapproval** and sign the transfer form. For further information, contact the Division of Accreditation at (512) 463-9671.

			Student in District Last Year							
Last	Students' Name First	MI	Student's SS#	YES	NO	Ethnic Code	Student's Date of Birth	Sending Co. District Number	Student's Grade Level <b>2020-2021</b>	Receiving Campus No

**This section must be completed by parent or guardian:**

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.

Parent's Printed Name \_\_\_\_\_

Signed \_\_\_\_\_  
Parent (Guardian's) Signature

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**This section must be completed by the receiving Principal:**

The above transfer was  Approved  Disapproved on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Principal Signature \_\_\_\_\_

Typed Name of Receiving District Superintendent	Date	Telephone	*Signature
Dr. Jeremy Glenn		817-408-4007	

\*So long as the transfer request is approved, the superintendent's signature above also affirms the Transfer Agreement between the parent and Granbury ISD.

**INSTRUCTIONS FOR COMPLETING  
Application for Transfer Form ACC-041A**

Form ACC-041A should be completed, according to the column instructions listed below. This form should be completed in duplicate by the receiving district office. For audit purposes, one copy should be retained by the receiving district office and one copy should be mailed to and retained by the sending district office. Use the *Texas School Directory* for county-district and campus numbers.

**Column Instructions**

**Student's Social Security Number**

Enter the student's social security number for TEA reporting

**Student's Name**

Enter the student's name.

**Ethnic Code**

Enter the appropriate ethnic code using the following definitions:

(1) = American Indian or Alaskan Native

(2) = Asian or Pacific Islander

(3) = Black, not Hispanic

(4) = Hispanic

(5) = White, not Hispanic

**Student's Date of Birth**

Enter the student's date of birth for TEA reporting

**Attendance Data (Current Year)**

Enter the current county-district number for the student (current district of residence).

**Grade**

Enter the grade to which the student will be assigned for the regular academic programs or special education programs during the next school year.

**Campus Number (Receiving District)**

Enter the campus number to which the student will be assigned in the receiving district during the next school year.

**ADMISSIONS: INTERDISTRICT TRANSFERS  
FDA (LOCAL)**

**TRANSFER REQUESTS:** The Board delegates to the Superintendent the authority to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, or national origin.

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time. In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

A transfer student must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement. Written notification of any transfer revocation shall be sent to the school district of residence.

**TUITION:** The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged. Students who withdraw during the semester/trimester shall forfeit the balance of the tuition. The district may initiate withdrawal of students whose tuition payment is delinquent.

**APPEALS:** Any appeals shall be made in accordance with FNG (LOCAL) and GF (LOCAL), as appropriate.



**TRANSFER FOR EMPLOYEE'S STUDENTS:** A nonresident student of a Granbury ISD employee may attend the Granbury ISD schools free of tuition upon approval of transfer application. Should the employment status with the employee and GISD change, the employee must notify the Superintendent's office immediately at 817-408-4007.

## TRANSFER AGREEMENT

This Transfer Agreement establishes the terms and conditions for \_\_\_\_\_ (“student”) to attend the **Granbury ISD** public schools (“District”) as a transfer student for the \_\_\_\_\_ school year, although the student is a resident of the \_\_\_\_\_ SD. The student’s parent or other person having lawful control of the student, \_\_\_\_\_ (“parent”), requests that the student be permitted to attend District schools in the **2021-2022** 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 student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the 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. Compliance with the District’s rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than \_\_\_\_\_ referrals are made within any grading period for other misconduct.
4. In accordance with Board policy FDA(LOCAL), the Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance or compliance with District rules and regulations, including the Student Code of Conduct, or may initiate withdrawal of a student whose tuition payments are delinquent. Notice of revocation will be sent to the district of residence.
5. If this agreement is revoked, revocation ordinarily will be effective at the end of a semester; however, the Superintendent has discretion to revoke the transfer immediately if the student’s continued attendance threatens the safety of other students or teachers or will be detrimental to the educational process. If this agreement is revoked for nonpayment of tuition, revocation will be effective immediately.
6. The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.
7. The student and parent acknowledge that eligibility of transfer students for participation in any UIL activity or other activities governed by UIL rules and regulations will be determined in accordance with UIL rules and regulations.
8. 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 resided in the District.

The District and the parent agree that this transfer agreement is the entire agreement controlling the admission and enrollment of the student in the District for the **2021-2022** school year.

Parent’s signature \_\_\_\_\_ Date \_\_\_\_\_

NONRESIDENT STUDENT REQUEST TO TRANSFER INTO THE DISTRICT

1. Student's name: \_\_\_\_\_
2. Current address: \_\_\_\_\_  
\_\_\_\_\_
3. School district in which student resides: \_\_\_\_\_
4. Parent's name: \_\_\_\_\_
5. Parent's address: \_\_\_\_\_  
\_\_\_\_\_
- Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_
6. Reason for transfer request: \_\_\_\_\_  
\_\_\_\_\_
7. Is either parent employed by the Granbury ISD:  Yes  No
8. Has the student ever been enrolled in Granbury ISD?  Yes  No
9. Student's grade level for year of requested transfer: \_\_\_\_\_
10. Student's attendance record:
  - a. How many days was the student absent in the school year prior to the year for which a transfer is requested? \_\_\_\_\_
  - b. If this request is for a transfer during a school year, how many days has the student missed in the current school year? \_\_\_\_\_
  - c. If the student missed more than ten percent of the days in the school year, please provide an explanation:  
\_\_\_\_\_  
\_\_\_\_\_
11. Has the student been expelled or removed to a DAEP for one or more days in the most recent school year?  
 Yes  No During the preceding year?  Yes  No  
If yes to either question, for what offense(s)? \_\_\_\_\_  
\_\_\_\_\_
12. Please complete the Texas Education Agency's Application for Transfer form attached.

As a parent or person standing in the position of legal responsibility for the child named in this request, I acknowledge that I have received a copy of Granbury ISD's policies FDA(LEGAL) and FDA(LOCAL) and the Transfer Agreement that must be executed before the child is enrolled in the District. The information provided in this form is true and factual to the best of my knowledge, and I understand that if any of this information is ever found to be incorrect, this application may be denied or revoked

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_