

NONRESIDENT STUDENT REQUEST TO TRANSFER INTO THE DISTRICT
SCHOOL YEAR 2018 - 2019.

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 Pleasant Grove ISD? Yes No
8. Has the student ever been enrolled in Pleasant Grove ISD? Yes No
9. Student's grade level for year of requested transfer: _____
10. Student's attendance is in compliance with Texas compulsory attendance rules Yes No
11. Has the student been expelled or removed to a disciplinary alternative education program (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)? _____

Parents are required to bring for review the student's official record to the campus principal for review by school administration.

1. Attendance

2. Discipline

3. Academic

The transfer request will not be accepted for review until all records are completed and attached to this Non Resident Request

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 PGISD 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: _____

RETURN TO CAMPUS SECRETARY



Non-Resident Student Transfer Requests

A student who does not live in a Pleasant Grove ISD attendance zone area (i.e. ***non-resident transfer***) must file an application for transfer with the principal at the appropriate campus.

In determining whether a student who does not reside in the Pleasant Grove ISD attendance area will be permitted to attend a PGISD school, the principal shall not discriminate based on a student's race, national origin, religion, sex, color, or disability.

Application Procedures, Requirements, and Timelines

Students entering grades 1-12 may request an ***non-resident student transfer***. Pre-kindergarten & Kindergarten children are not eligible for a transfer.

Transfer applications will be taken at the appropriate campus. You may visit the Pleasant Grove ISD web-site to download and print a copy of the transfer application or pick up a copy at the appropriate campus. The transfer application (including required documentation) must be submitted to the appropriate campus principal.

Students granted a transfer ***before the school year begins*** must attend class at the requested campus on the first day of school or the transfer will be voided (absent extenuating circumstances). If a transfer application is received ***after*** the school year school begins, it will be reviewed within ten (10) District business days. Students granted a transfer after the school year begins must attend class at the requested campus on the next District business day of the date on the transfer approval notification or the approved transfer will be voided. ***Non-Resident student transfer*** applications will be considered on a case-by-case basis throughout the school year but will always be reviewed based on established District criteria.

Transportation

Transportation to campuses will be the direct responsibility of the parent except as otherwise noted by state law, District policy or Board action.

UIL Eligibility

If a student transfers to a high school after beginning their freshman year, he/she is not eligible to participate in any UIL varsity activity until he/she has been enrolled in and regularly attended that school for a minimum of one full calendar year or as determined by District Executive Committee. UIL activities will include all varsity athletics, extra-curricular teams and squads, marching/concert band contest, choir competitions, academic competitions and solo/ensemble competitions. All issues of eligibility are subject to UIL authority and District regulations.



Appealing a Transfer Denial

If a student's transfer request is denied by the respective campus, the parent/guardian may submit a written appeal and include further documentation to support the rationale of the appeal's request. An appeal must be filed within ten (10) district business days of the date on the denial letter and then the appeal will be reviewed within ten (10) district business days of receipt if possible. No response to the appeal indicates the campus denial transfer upheld its original decision. All appeal decisions are final.

Reasons the District Transfer may possibly DENY a Transfer Request:

- 1. Space/staffing:
 - no space available in the program/grade level or at the campus,
 - growth rate of the campus, OR
 - requires employment of additional staff.
- 2. Academics: student did not/is not passing all classes and/or did not pass all each segment of the State Assessment.
- 3. Attendance: student
 - has unexcused absences (days/periods/blocks),
 - has excused absences equal to or greater than 5% of the total days/periods/blocks during which a student has been enrolled; OR
 - was not promoted as a result of failure to meet attendance requirements.
- 4. Tardies: student has incurred excessive tardies defined as:
 - late on 5 or more days (elementary)
 - late for 5 or more class periods/blocks (secondary)
- 5. Discipline: the student
 - has been suspended, expelled, or placed in DAEP
 - has discipline referrals which resulted in In-School Suspension (ISS),
 - wishes to avoid disciplinary action at his/her current school; OR
 - has engaged in delinquent conduct or has been convicted of a criminal offense and is on probation or other conditional release
- 6. UIL violation: the transfer is for the purpose of participating in an extra-curricular activity at the requested campus
- 7. Falsification of information on school documents
- 8. Revocation of a previous transfer

Approval of a transfer student in one school year creates **no right** or expectation that a student will be admitted as a transfer student in subsequent years due to violations of transfer criteria. Admission of one student in a family as a transfer student creates **no right** or expectation that another student from the same family shall be admitted as a transfer. Transfer approval decisions are made on a student-to-student basis according to the factors and restrictions noted above.



Reasons the Student's Approved Transfer could possibly be revoked:

If a student's transfer request is approved but the established transfer criteria are not adhered to, then the District may revoke the student's transfer and require that the child immediately return to his/her neighborhood campus.

- Space/staffing:
 - no space available in the program or at the campus,
 - growth rate of the campus, OR
 - requires employment of additional staff.
- Attendance: student
 - has incurred 3 or more unexcused absences (days/periods/blocks),
 - has incurred excused absences equal to or greater than 5% of the total days/periods/blocks during which a student has been enrolled; OR
 - was not promoted as a result of failure to meet attendance requirements.
- Tardies: student has incurred excessive unexcused tardies defined as:
 - late on 5 or more days (elementary)
 - late for 5 or more class periods/blocks (secondary)
- Discipline: the student
 - has been suspended, expelled, or placed in DAEP
 - has 2 or more discipline referrals which resulted in In-School Suspension (ISS),
 - wishes to avoid disciplinary action at his/her current school; OR
 - has engaged in delinquent conduct or has been convicted of a criminal offense and is on probation or other conditional release
- UIL violation: the transfer is for the purpose of participating in an extra-curricular activity at the requested campus
- Falsification of information on school documents
- Revocation of a previous transfer