



Application Deadline: 5:00 PM

Monday, April 2, 2018

Late applications will not be accepted

**Bastrop Independent School District
Intra-District Transfer Application 2018-2019**

This application must be completed by a parent or guardian of any student enrolled in a BISD school requesting a transfer from a school in one residential attendance zone within the District to another school within the District. This application must be completed and submitted to the Operations' Office by the deadline date (noted above) in order to be considered for an Intra-District Transfer.

Please note: Students approved for an Intra-District Transfer will not be eligible to participate in any varsity level UIL sanctioned athletics for a period of one (1) school year. **PLEASE PRINT CLEARLY**

Student's Name: Last	First	Middle	Grade in 2018-19	New Request: _____	Renewal Request: _____
Current Street Address (NO P.O. Boxes)			Current Mailing Address (such as P.O. Box)		
City	State	Zip	Home Phone: _____		
Full Name of Parent(s)/Guardian(s):		Email Address:	Day Phone: _____		
Transfer From: (Zoned School of Attendance)			Transfer to: (Requested School)		
Special Services being provided at school of attendance are (i.e., Special Education, Section 504, ESL, Bilingual, etc):					

PLEASE CIRCLE the number representing your reason for this request: 1 2 3 4

REASONS FOR CONSIDERATION	REASONS FOR DENYING/REVOCATION
<p>The following reasons will be considered for approving an Intra-District Transfer for the 2018-2019 school year based on the BISD Policy (FDB Local).</p> <p>Please note: Reasons 1 – 4 are considered only if the receiving campus' projected enrollment is below 100% of capacity. Also, please be aware that meeting one of the four reasons below does NOT guarantee an automatic approval.</p> <ol style="list-style-type: none"> Children of permanent full-time or part-time District employees who are residents of the District may request a transfer. A student zoned to a campus identified on the PEG (Public Education Grant) list. One or more siblings currently attend the campus being requested, based on an academic program need. Name of sibling: _____ Name of academic program: _____ A high school student may apply for a transfer in order to enroll in an academic program of study not offered at the student's high school of residence. 	<p>Reasons for denying/revoking the transfer shall include, but are not limited to:</p> <ul style="list-style-type: none"> Overcrowding in grade level occurring at receiving campus. Repeated Student Code of Conduct infractions. Student commits a Student Code of Conduct infraction which results in a removal to a DAEP or to Boot camp. Documented patterns of truancy, late arrivals, late pick-ups, and/or poor attendance. Falsification of any information on this Intra-District Transfer application. Failure to provide information or documentation required by the District. The parent/guardian is no longer an employee of Bastrop ISD. The stated reasons do not support granting the transfer request.

If the student is the child of a BISD employee, provide the employee's name and their workplace below:

BISD Employee's Name:	BISD Employee's Workplace:
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This Intra-District Transfer request is made with the full understanding of an agreement to the following:

1. The parent or guardian of the student for whom the Intra-District Transfer has been approved **must provide transportation to and from school for the student.**
2. An approved Intra-District Transfer is **only** for the school year requested. Parents/guardians must apply for a renewal on an annual basis. Renewals **are not** automatic or guaranteed for the upcoming school year.
3. Only one approved transfer for a student will be allowed per school year.
4. Approved Intra-District Transfer students **must** abide by the Student Code of Conduct.
5. The principal may revoke the Intra-District Transfer for serious or persistent misconduct and/or may revoke the transfer for any offense leading to placement in a DAEP or Boot camp; An Intra-District Transfer may also be revoked for any of the reasons listed on page one of this form under **REASONS FOR REVOCATION.**
6. Any falsification of information will be grounds for this Intra-District Transfer application to be denied and/or revoked. In addition, falsification of documents or records is a criminal offense under §37.10 of the Penal Code (FD LEGAL) and subjects the person signing and/or submitting the Intra-District application to liability for tuition (FDA LOCAL).
7. **PLEASE NOTE: A transfer may be revoked, at any time, if overcrowding occurs at the receiving campus.**
8. Once the Intra-District Transfer application is received by the BISD Admissions Office, it will then go before the Transfer Committee for approval/denial. Final confirmation will be sent via US mail to the address indicated on the application.
9. **Please be aware that meeting one of the four reasons does NOT guarantee an automatic approval.**
- 10. The application deadline is 5:00 p.m., Monday, April 2nd, 2018**
11. Late applications will not be accepted.

PARENT/GUARDIAN STATEMENT AND SIGNATURE SECTION

In signing this form, the parent or guardian of the student confirms that he/she has read and understands the information contained within this form and, that all of the information provided to the District for enrollment is true and accurate. In signing this form, said person also agrees to all of the conditions set forth within the Intra-District Transfer process as stated on this form and in District policy (FDB LOCAL). **Please be aware that meeting one of the five reasons does NOT guarantee an automatic approval.**

Parent/Guardian Signature: _____

Date: _____

BISD ADMINISTRATORS USE ONLY

Date received by BISD Student Services: _____

Approved **Denied** **Date:** _____ **Transfer Committee Designee Signature** _____

Transfer request meets an approval reason for an Intra-District Transfer: Yes, reason # _____ No

REASON DENIED/REVOKED: Reason Not Valid Closed Campus Overcrowding in Grade Other (Explain):

Notification sent to parent/guardian: _____

(date mailed)

Notes: