

Time: _____

Student Transfer Form

Transfer # _____

PLANO INDEPENDENT SCHOOL DISTRICT
Student Administrative Services Department
5804 Coit Rd., Suite #102, Plano, Texas, 75023

Read conditions on reverse side before completing form.

PRESS FIRMLY when completing this form to make copies legible.

Student I.D. # _____

Legal Name of Student _____ Grade _____ (for year applying)

Birth Date _____ Sex _____ Transfer for School Year 2018 - 2019

List All Plano Schools Previously Attended _____

School Currently Attending _____ Current Grade _____

Transfer From _____ School To _____ School
(home school assigned to your residence)

Student qualifies for these special services/programs _____

Student planning to participate in these extra-curricular activities _____

Name of Parent/Guardian _____

Address _____ City _____ Zip _____

Home Phone _____ Business Phone _____ Cell Phone _____

Email address _____

I affirm I am not requesting this transfer for athletic purposes or for participation in a UIL academic or music contest.

Parent Employed Plano ISD (full-time): Campus _____ Position _____
(teacher, classroom aide, nurse, etc.)

AFTER READING RULES ON BACK AND THIS STATEMENT, SIGN BELOW: I have read carefully, considered, and agree to ALL of the conditions as stated on the reverse side of this form. I attest in the preceding year the student has not engaged in conduct or misbehavior resulting in removal to an alternative education program or expulsion, the student has not engaged in delinquent conduct or conduct in need of supervision nor is on probation or other conditional release for that conduct, nor has the student been convicted of a criminal offense or is on other conditional release for an offense. I have been informed and understand it is a criminal offense to present false information to enroll a student in public school. Falsifying, altering, or tampering with government documents are offenses subject to prosecution as a misdemeanor or felony under perjury law and Penal Code 37.10. A person who presents false enrollment documents is also subject to liability for tuition costs. Presentation of false information or neglecting to notify the school district of a change in residency status that results in lack of proof of residency in Plano I.S.D. will cause immediate withdrawal from school. I attest that all representations I have made in this document are true and correct.

Date **Signature of Parent** **Signature of Legal Guardian**

Office Use ONLY: Approved _____ Denied _____

Varsity Athletic _____ Pending

Participation: Eligible _____ Not Eligible _____ FEE: Cash Check # _____ CC Staff Waiver

NOTES: _____

Date Parent Notified _____ In Person Telephoned Mailed Emailed

Copies: White – Administration Email – Campus Copy Database Tracking Imaging

Yellow – Parent Hold SE _____ Code

TRANSFER GUIDELINES

The applicant must seriously consider the effects of transferring from one school to another. Emotional issues, academic transition, transportation, effects on eligibility to participate in varsity athletics, and future transition issues must be considered. The applicant must fully understand that University Interscholastic League (UIL) rules affect participation. Transfers will be considered based on the following:

1. Transfer requests originate in the office of Student Administrative Services. A \$50 non-refundable transfer processing fee will be collected with the application. Fees are waived for qualified students and for children of Plano I.S.D. staff.
2. Each transfer is evaluated considering attendance boundary and program issues, building capacity, current enrollment, growth projections, teacher assignments (allocation or removal), class sizes and the student's attendance and behavior history. Other factors and documentation may at times affect either transfer to or from a particular school. Please request specific criteria for documentation required in emergency situations.
3. Once approved, a transfer is effective for all years remaining at the school requested unless the school becomes overcrowded or the principal revokes the transfer. No renewal of a transfer is necessary while attending this campus. If the enrollment of a school reaches 100% capacity, Plano ISD administration reserves the right to return transfer students to their home school. An approval of one transfer does not guarantee the approval of future transfers to the next feeder school or the approval of siblings to the same campus. All criteria will be reevaluated at each level. When a change of levels is made (elementary to middle school, middle school to high school, etc.) a new transfer form and fee must be submitted.
4. The parent and student accepting a transfer agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. To be considered for transfer a student must currently hold a good attendance, disciplinary, and academic record. School bus transportation is **NOT** provided to transfer students. Transfer students must be delivered and picked up on time. The school principal will **revoke** a transfer and return the student to the home school if there are excessive absences, tardies, or occasions when the student is picked up late, if the student violates disciplinary or attendance rules, if the student does not maintain a passing academic record, or if there is a lack of parental cooperation.
5. Students entering grades 6 through 12 may submit transfer requests for the following school year on the first teacher work day in January after the winter break through June 15. Students entering kindergarten through grade 5 may submit transfer requests for the following school year the third Monday in April through June 15. Applications will not be accepted after June 15. Limits apply and early application is recommended. Transfers for the spring semester are accepted December 1 through December 15. Transfers are considered before the school year begins and before the second semester begins. Transfers are not granted during semesters for currently enrolled students. A transfer is a commitment to complete at least an academic semester and the student may not return to the home school during the semester.
6. A student who participates in extra-curricular activities must clearly indicate the intent to participate and the history of schools attended to assist in the determination of eligibility. For eligibility purposes, a student may not transfer for athletic purposes or for participation in a University Interscholastic League (UIL) academic or music contest. Transfer students are subject to all UIL rules. UIL rules may be accessed at this website: <http://www.uil texas.org/policy>. Transfer students in grades 6-8 may participate in all activities. Students transferring to a campus to enroll in a magnet program not offered at their home campus are eligible to participate in activities at the new campus. Transfer students who elect at a later time to reverse their transfer and return to the home school will be ineligible for varsity athletics for a period of one year from the date of first attending classes at the home school. A transfer form must be approved to return to the home school. (See #5 for time frames.)
ATHLETICS: In most cases, students transferring to a school in another senior high school feeder system in grade 9 are ineligible to participate in varsity athletic activities unless the student attended a middle school in the same feeder system the previous full year. Students transferring in grades 10-12 are ineligible for participation in varsity athletic activities for one year unless the student attended the previous full year in the same senior high feeder system. All students must meet the UIL requirements regarding participation.
MUSIC AND ACADEMIC PROGRAMS: Transfer students who meet the UIL requirements regarding participation remain eligible for participation in all music and academic competitive activities.
CHEERLEADING, DRILL TEAM, AND JROTC PROGRAMS: Transfer students must meet existing guidelines for each program. An approved transfer form must be submitted to the sponsor by the dates established for obtaining a tryout packet.
7. The transfer process is **NOT** applicable to students **PLACED** on a particular campus to receive special education or other District educational services.
8. Transfer applications will be approved or denied by the Manager of Student Administrative Services. Parents will be notified of the approval or denial of the transfer request.