



OUT OF DISTRICT TRANSFER FY 2024 - 2025

Students who transfer into the District and fail to fulfill the following responsibilities may result in revocation of the transfer.

The following items must be submitted for approval of transfer request:

- Attendance: Must have an attendance record consistent with the state requirement of 90%
- Discipline: Must have no record of serious or persistent misconduct
- Grades: Must have passing grades
- STAAR: Must have "met standard" level or above in all sections of the most recent administration of any state-mandated assessment
- Utility bill: One of the following (water, electric, gas or lease/mortgage)
Disconnection notice not accepted

(Grayed Area To Be Completed By District)

Student's Legal Name (Last, First, Middle)	Student ID #	Current Attendance Data Student's Resident	District Student Attended Last	Grade During Transfer Year	Transfer Request Campus

Reason for transfer:

- Child care provider (See back for details)
- For remainder of the current school term only
- Former student (Must be currently enrolled in campus of transfer request. One time use.)
- Military or Peace Officer
- Sibling (Name of sibling at the campus of transfer request) _____
- Student has moved: Previous address _____

This section must be completed by parent/guardian:

Signed: _____
(Parent/Guardian's Signature)
(Parent/Guardian's Printed Name)

Previous Address: _____ **Present Address:** _____

Email Address: _____ **Phone #:** _____

Office Use:

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This section must be completed by the receiving superintendent:

The above transfer(s) was/were Approved

- Disapproved Inconsistent with Local Regulations Overcrowded Conditions Inconsistent with Child Care Policy

Typed Name of Receiving District Superintendent: Dr. James Largent Telephone: (325) 677-1444	Signature Executive Director of Student Services	Date
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Return form to the office of Student Services at 241 Pine Street Abilene, Texas 79601

Office Use: Employee at: _____ Special Education: _____ Other: _____

Athletic eligibility established at: _____ High School based on address _____

Transfers must be renewed every year for accurate and efficient campus planning. No transfers are renewed or extended without re-application and approval, in writing, through the office of Student Services. Incomplete transfer applications will not be accepted. Transfer students are not eligible for school bus transportation.

Transfer request application dates:

Out of District Transfer: April 1st - May 31st

In District Transfer: May 1st - May 31st

All parents will be notified by mail no later than June 30 of the transfer decision. Denied applications may appeal the decision to an appeal committee by contacting the office of Student Services. Appeal hearings will be scheduled by Student Services.

Please ensure you provide with completed transfer application:

Current proof of residence (gas, water, electricity or lease/mortgage) that is in your name or your spouse's name.

Disconnect notices are not accepted

REASON FOR TRANSFER	REQUIRED DOCUMENTS
Child Care Provider	<p>You must provide a notarized statement from your childcare provider confirming that they will be taking care of the student, together with current proof of their childcare address</p> <p>If the provider is an established childcare center, you may simply bring an enrollment statement from the center showing that your child is enrolled for the 2024-2025 school year and the location where your child will be cared for</p> <p>If your employer will allow you to leave to pick up your child at dismissal, a statement on company letterhead confirming that they will allow you to leave, together with their title and contact information</p>
Former student	<p>A former student transfer may be requested to allow a student to return to a campus for one more year if he/she has moved out of the attendance zone. Former student transfers will only be granted for one additional year. This 1-year maximum does not apply to boundary changes or students in high school. If your student received a transfer for former student in 2023-2024 you will not be granted a former student transfer for this school year.</p>
Military or Peace Officer	<p>A copy of military orders. Or proper credentials from your agency.</p>
Sibling	<p>A sibling transfer may be requested to allow a student to attend the same campus as his/her sibling, as long as that sibling qualifies, is enrolled at that campus, and space is available.</p>
Student has moved	<p>Provide your previous address</p>

Consideration Regarding Athletics	
	<p>Secondary transfers may have implications for participation in athletics.</p> <p>Participation in high school athletics is established during the student's 8th grade year based upon the attendance zone in which the student's residence is located.</p> <p>If a student does not participate in any of the athletic activities while in eighth grade, or moved to the district as a high school student, the student will be eligible only in the high school district in which the student maintains residence at the time the student first participates.</p> <p>Athletics Department (325) 677-1444 ext. 3013</p>

Appeal	<p>Transfer appeal hearings will be scheduled by Student Services, must be appealed within 15 days of receipt.</p> <p>Transfer requests submitted beyond the established deadline may not be appealed.</p>
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**ABILENE INDEPENDENT SCHOOL DISTRICT
STUDENT CONTRACT for TRANSFERS**

New Transfer Request _____ Renewal Request _____

Dear Parent/Guardian:

Please **read and sign** the following letter of agreement between the school, the student and yourself.

Student Name: _____ ID # _____

D.O.B.: _____ Grade: _____

Home Campus: _____ Receiving Campus: _____

The student and parent/guardian understand and agree that serious disciplinary action will be necessary, including the revocation of transfer, and /or withdrawal if the student engages in:

1. Persistent misbehavior
2. Serious misbehavior (mandatory DAEP placement offense)
3. Truancy and/or poor school attendance
4. Other violations of the student code of conduct handbook

Furthermore, the student:

- Must have passing grades each grading period
- Must live with parent/guardian/custodian
- Must maintain 90% attendance

This agreement is required whenever a student transfers within the district or transfers from another school district. The District/School Administration reserves the right to restrict any student from attending a District or school activity at any time while on the contract. This student contract is for the 2024-2025 school year only

I/We, as parent/guardian/custodian, place my signature below fully understanding and willing by the contents of this student contract.

This contract must be received for the transfer process to be finalized.

Student Signature

Parent /Guardian Signature