

TRANSFER REQUEST FORM

**Complete both sides of this form and attach the most recent copy of attendance record, discipline record, and report card.
Return this completed form with records to the principal at the campus you are requesting.**

STUDENT INFORMATION

Name of student: (Last) _____ (First) _____ (MI) _____

Gender (M/F): _____ Date of Birth (mm/dd/yyyy): _____ **Grade for 2023-2024:** _____

Parent/Legal Guardian's Name: _____

Residence Address: _____

Mailing Address (if different): _____ City, State & Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Legal Guardian email address: _____

Reason for request: _____

Sibling(s) attending LISD: _____

Parent/Legal Guardian is an employee of Lampasas ISD: Yes _____ No _____

If yes, indicate employee's campus/department assignment: _____

Please select all areas:
☐ Public Education Grant ☐ Special Education Needs ☐ 504 ☐ ESL

☐ Gifted and Talented ☐ Other Program _____
IN DISTRICT TRANSFERS –**CAMPUS OFFICE USE ONLY**

Did student attend LISD last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which campus did student attend _____	Zone student lives in? Hanna Springs _____ Kline Whitis _____ Taylor Creek _____	Requested zone: Hanna Springs _____ Kline Whitis _____ Taylor Creek _____	If student is pushed because of enrollment, indicate campus Pushed FROM: _____ Pushed TO: _____
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OUT OF DISTRICT TRANSFERS –

Did student attend LISD last year? Yes _____ No _____	Which district does student live in? Name of District: _____ Campus: _____	Requested elementary zone: Indicate 1st, 2nd & 3rd choice Hanna Springs _____ Kline Whitis _____ Taylor Creek _____
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TRANSFER AGREEMENT and PARENT or GUARDIAN SIGNATURES

This Transfer Agreement establishes the terms and conditions for the above named student to attend Lampasas Independent School District as a transfer student. Student's parent/guardian requests that the student be permitted to attend the district in the current school year and agrees to the following terms and conditions for that transfer. Student must participate in current district programs. LISD will not create a new program or extend a current program to a new level.

ALL TRANSFERS - FDA (LOCAL), FDB (LOCAL)

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. Student must maintain acceptable levels of attendance, academic achievement, and compliance with the Student Code of Conduct throughout the entire 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. academic achievement that results in a passing grade in all courses by the end of the semester. At the end of each grading period, the student should receive no more than one grade that is below passing; and
 - c. compliance with the Student Code of Conduct that results in no offenses requiring removal to an Alternative Education Program or expulsion and no more than two referrals each grading period for other Code of Conduct infractions.

INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS - FDB (LOCAL) - An intradistrict transfer may be revoked and the student returned to the home campus under the following circumstances:

1. the student's classroom or grade level becomes overcrowded or circumstances require adjustments to campus enrollment;
2. the student's conduct is unsatisfactory, resulting in violations of the Student Code of Conduct or campus rules;
3. the student's attendance does not meet state requirements, the student has excessive tardies, or the parent fails to provide timely transportation in the morning and in the afternoon;
4. false information was provided on the intradistrict student transfer form.

NONRESIDENT STUDENTS - Nonresident students who have been accepted as interdistrict transfer students may have such transfer status revoked by the Superintendent at any time during the year if the student is assigned discipline consequences of suspension (in or out of school), placement in a disciplinary alternative program, or expulsion. In addition, students not meeting the State's 90% attendance standard may also be subject to immediate revocation of the transfer status.

I understand and agree to comply with District policy and the provisions of this application.

Signature of Parent/Legal Guardian

Date

FOR OFFICE USE ONLY

Revised 01/2023

Received from Parent/Guardian: Time _____ and Date _____

Campus should submit completed application and supporting documentation to HR

Superintendent or Designee's Signature _____ Date: _____ () **Approved** () **Denied**

If Transfer is denied, reason for denial: Academic _____ Attendance _____ Discipline _____ Space/Staff _____ Zoning _____

Other _____

Campus assignment: **High School** _____ **Middle School** _____ **Hanna Springs** _____ **Kline Whitis** _____ **Taylor Creek** _____