INSTRUCTION SHEET AND CHECK OFF LIST
FOR PARENT/LEGAL GUARDIAN APPLYING FOR A
NEW INTER-DISTRICT TRANSFER STUDENT – 2019-2020 ONLY

Print all of this packet in one-sided format. Do not print two-sided.

- Instruction Sheet and Check Off List for Parents (this form)
- Acknowledgement of District Policy
- Application for Inter-District Transfer
- Notarized Declaration of Student Discipline
- Check Off List for School Registrar

Read all of the documents thoroughly. This process is for children of non-employees who did not complete the 2018-2019 school year in Pearland ISD as an inter-district transfer student. This process may not be completed until after your 2018-2019 school year ends and complete records may be obtained. Do not submit partial packets. Incomplete application packets will be rejected and extensions will not be allowed. All of the following items must be submitted by the deadline to apply for an inter-district transfer for your child. Pearland ISD will not provide copies or envelopes for submission. Applications must be submitted in entirety in a sealed packet to Senior Assistant Superintendent, Cary Partin, and will be accepted from Monday, June 3, 2019 to Thursday, June 13, 2019, 4:45 PM at 1928 N. Main in Pearland. (Pearland ISD will be closed on Friday, June 7). You will receive notification by mail regarding the status of the application by August.

You must obtain the county code, district code, and campus code of the school your child is zoned to attend for the 2019-2020 school year and submit it on the application. This is not their area code or phone number. Call your zoned school or zoned district office for the information. Incomplete or incorrect applications will be rejected. Extensions will not be given.

_________ $50 nonrefundable application fee. (Money order or certified check only, payable to Pearland ISD. No personal checks or cash. This will cause your application to be denied.)

_________ Fully completed and signed inter-district transfer application with county code, district code, and campus code of the school zoned to attend. Contact the secretary of your zoned school for the information.

_________ Signed acknowledgement of Pearland ISD inter-district transfer policy

_________ Completed and notarized declaration of discipline

_________ Check off list for school registrar with your portion completed

_________ Copy of official birth certificate of student (Bureau of Vital Statistics). If a legal guardian is completing the application, you must also submit the court order appointing you as permanent legal guardian.

_________ Copy of student’s social security card

_________ Copy of student’s immunization record

_________ Final report card from 2018-2019 school year

_________ Copy of student’s attendance record for all of the 2018-2019 school year from all schools attended during that time period

_________ Copy of punctuality record (tardies) for all of the 2018-2019 school year from all schools attended during that time period

_________ Copy of student’s discipline record for all of the 2018-2019 school year from all schools attended during that time period. If there was no discipline record, the previous school administrator must provide a signed and dated statement on school letterhead with a full description.

_________ Copy of parent/legal guardian’s current Texas driver license or current Texas ID card

_________ Copy of parent/legal guardian’s deed or current lease to home

_________ Copy of parent/legal guardian’s current gas, water, or electric bill
APPLICATION FOR INTER-DISTRICT TRANSFER OF A STUDENT RESIDING OUTSIDE OF THE PEARLAND ISD BOUNDARY

Parent/Legal Guardian completes all areas between the dotted lines. Incomplete forms will be rejected.

Student last name: ________________________ First: _____________________ Middle: ____________________

Circle Gender: Male          Female          Date of Birth: ____________________ SS#: ____________________

Circle race: Amer. Indian/Alaskan Native          Asian          Black/African American

Native Hawaiian/Other Pacific Islander          White

Circle correct answer: Is student of Hispanic/Latino ethnicity?       Yes          No

District student resides in: ________________________ Campus zoned to there: ________________________

County code/District code/Campus code of school you are zoned to attend: _______/_____/_____

(You must obtain this information from the school you are zoned to attend. Do not leave blank. Incomplete/incorrect forms will be rejected.)

District student last attended: ________________________ Campus student last attended: ________________________

2019-2020 grade level: ________________________

Campus requested in Pearland ISD: 1st choice: ________________________ 2nd choice: ________________________

List all special programs student qualifies for: ________________________

This section must be completed by parent listed on the student’s birth certificate or the legal guardian of student:

I have been informed of the receiving district’s policy concerning the nonrefundable $50.00 application charge to be paid in advance, per year, per student. I also understand that a transfer may be denied or non-renewed by Pearland ISD for, but not limited to, the following reasons as determined by Pearland ISD:

1. Disciplinary reasons (in school - or outside school).
2. Excessive absences
3. Failure to provide timely transportation to and from school.
4. Falsification of enrollment information.

________________________________________          ____________________________          ____________________________
Signature of parent or legal guardian          Date          Printed name of parent or legal guardian

Home address (No P.O. Boxes): ________________________

City: ________________________ State: ________________________ Zip: ________________________

Home phone: ________________________ Work phone: ________________________

This section must be completed by the office of the receiving district designee:

Previous records show: Punctuality: 1st sem _______ 2nd sem _______

Attendance rate: _______  # Tardies 1st sem _______ 2nd sem _______ Discipline: acceptable / not acceptable

The above transfer application was [ ] approved [ ] disapproved on this _____________ day of ________________________, 20____.

Campus assigned to attend/Explanation: ________________________

Processed by: ____________________________, Senior Assistant Superintendent for Support Services
Acknowledgement of District Policy
For Inter-District Transfer Students

Topic: Inter-District Transfers

Reference or Contact: Senior Assistant Superintendent for Support Services

Policies FDA Legal and FDA Local give the conditions for accepting inter-district transfers. Additional conditions are as follows:

1). A $50 non-refundable processing fee must be paid at the time of application by money order or certified check payable to Pearland ISD. Cash or personal checks are not accepted. This will cause your application to be rejected.

2). Student application and enrollment must be made by a parent listed on the student’s birth certificate, or by a person who is a legal guardian of the student. A legal guardian must provide the court order of permanent legal guardianship.

3). Proof of residence for an inter-district transfer student is the same as for in-district registration. The following documents must be provided in the parent’s name with the application:
   - Deed or current lease to the student’s residence in the parent’s name
   - Current utility bill in parent’s name (gas, electricity or water only)
   - Parent’s current Texas drivers license/Texas ID card with correct address

4). A person who knowingly falsifies information on a form required for an inter-district transfer student’s enrollment shall be liable to the district for the period during which the ineligible student is enrolled. Such a person is liable for the maximum tuition provided by law or the amount the district has budgeted per student for maintenance and operating expenses, whichever is greater. Affected students are subject to immediate withdrawal.

5). Students accepted as inter-district transfer students will be allowed to continue attendance on a year to year basis only. The District will evaluate policy FDA Local annually to revise and/or update inter-district transfer requirements, and to determine if the inter-district transfer policy will continue. If the inter-district transfer policy is discontinued, inter-district transfer students may complete the current school year only in Pearland ISD.

6). The following campuses/programs are closed to new inter-district transfers. Additional campuses/programs will close by grade level/program when the campus/program reaches capacity for transfers.

- All pre-kindergarten classes
- All kindergarten classes
- All life skills classes
- Dual Language Program
- GT Academy
- Magnolia Elementary
- Jamison Middle School
- Berry Miller Junior High
- Pearland Junior High South
- Dawson High School
- Turner High School
- PACE Center
7). Pearland ISD will not provide transportation to and/or from school for transfer students. Transportation for field trips and extra-curricular trips will be supplied for transfer students.

8). Acceptable attendance is required for approval of a transfer. Acceptable attendance is defined as students having a past attendance rate of 90 percent or higher. Inter-district transfer students who do not maintain an acceptable attendance rate may have their transfer denied, revoked, or non-renewed.

9). Acceptable punctuality record is required. A record of the following will cause approval to be denied for a student applying for transfer, or revoked or non-renewed for a student on transfer, as it is disruptive to the classroom and campus:
   - Excessive tardiness (more than three tardies in a semester)
   - Persistent late pick-up after school (more than three late pick-ups in a semester -- defined as later than 15 minutes after the dismissal bell)
   - Persistent early pick-up from school (more than three early pick-ups in a semester)

10). Acceptable discipline record is required. A record of the following disciplinary actions will cause approval to be denied for a student applying for transfer, or revoked or non-renewed for a student on transfer:
   - Persistent misbehavior (three or more office referrals in a semester)
   - Suspension from school
   - Placement in an alternative education center
   - Expulsions from school
   - Any matter involving delinquent conduct where student is placed on probation and/or under the supervision of a court or probation officer or has any other conditional release from the court
   - Any felony/criminal conviction

11). Athletic/UIl competition may be restricted by UIL rules. It is the parent’s responsibility to verify eligibility for UIL competition with the campus athletic coordinator/program sponsor.

12). Some special programs are limited to certain campuses and may be limited by space available.

13). Application procedures for inter-district transfers:
   A). Parent/Legal guardian submits fully completed, sealed packet with processing fee to the office of Cary Partin between Monday, June 3, 2019 and Thursday June 13, 2019 at 4:45 PM. The office is located at 1928 N. Main St. in Pearland. Pearland ISD is closed on Friday, June 7.
   B). Parent will be notified of acceptance or denial status by mail by August.

I am the parent/legal guardian of _______________________________. I have read the above policy regarding inter-district transfer students and agree to comply with all Pearland ISD requirements and guidelines.

____________________________  ____________________________  ____________
Signature of parent/legal guardian  Printed name  Date
NOTARIZED DECLARATION OF STUDENT DISCIPLINE/PROGRAMS

Student last name: ______________________First: ___________________ Middle:__________________

Student date of birth: ___________________ Student SS#: _______________________________

Student’s home address: ____________________________________________________________
Street address (no P.O. Boxes) City Zip

Student’s home phone: ___________________ Parent’s daytime phone: ____________________

List special programs that student qualifies for: _________________________________________

During all of the 2018-2019 school year to the present, has the above named student:
1). Been suspended from school: yes no 
2). Been assigned to alternative school: yes no 
3). Been expelled from school: yes no 
4). Had to appear in court for any reason: yes no 
   If yes, when and why? __________________________________________________________________
5). Engaged in delinquent conduct or conduct in need of supervision and been placed on probation or other
   conditional release (fines, community service, mandatory counseling, etc.) for that conduct? yes no
6). Been convicted of a criminal offense and been placed on probation or other conditional release? yes no
7). Been placed on probation for any other reason during this school year or last school year? yes no

I am the parent/legal guardian of the above named student. I declare the above information to be
true and correct.

_________________________________________________ _____________________________ 
Signature of parent/legal guardian Printed name date

THE STATE OF TEXAS
COUNTY OF __________________
BEFORE ME, the undersigned authority, on this day personally appeared ______________________
known to me by ____________ (TDL, TX ID, etc) to be the person whose name is subscribed to the
foregoing instrument, and acknowledged to me that he/she executed the same for purposes and
consideration therein expressed.

GIVEN UNDER MY HAND and seal of office this ______ day of ___________________, 20___ AD

_________________________________________________
Notary Public Signature

Seal
Inter-District Transfer Student
Check-Off List for Pearland ISD School Registrar

To be completed by the parent/legal guardian of student:

Student last name: _____________________ First: ___________ Middle: ___________

Student address: ___________________________________________________________________________
Street address (No P.O. Boxes)          City          Zip

Student S.S. # ______________________  Student date of birth: _____________________________

Last school attended: _____________________ District: _____________________________

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To be completed by school registrar:

Grade level: __________________ Local ID number: __________________

The following items must be in the approved application packet from the office of the Senior Assistant
Superintendent of Support Services and accompany enrollment of student:

_____ Copy of approved inter-district transfer application

_____ Signed parental acknowledgement of policy

_____ Residence documentation

_____ Attendance and discipline records from previous school

_____ Academic record from previous school - for class placement

_____ Official Birth certificate

_____ Immunization record

_____ Social security card

All items listed have been submitted.

Student records show that student qualifies for the following special programs:

_____________________________________________________________________________________

_____________________________________________________________________________________

Registrar ________________________ Date ________________________