

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

AUTHORITY	<p>The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.</p> <p>A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.</p>
TRANSFER REQUESTS	<p>A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.</p> <p>A nonresident District employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis.</p>
FACTORS	<p>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history, attendance records, and academic records.</p> <p>A student shall not be allowed to transfer into the District if he or she has not performed at or above grade level on the most recent state-required assessment and has satisfied requirements for all academic courses from the previous school year, except in the case of a student eligible for special education services. Such a student's academic records shall be reviewed on an individualized basis, against the student's individualized education program (IEP), and other relevant factors.</p>
TRANSFER AGREEMENTS	<p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.</p>
TUITION	<p>The District shall not charge tuition.</p>
APPEALS	<p>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</p>

# ONALASKA ISD

## OPEN ENROLLMENT FOR STUDENTS

### GENERAL OVERVIEW

Onalaska ISD is accepting OPEN ENROLLMENT transfers for non-resident students. Transfers are considered on a case-by-case basis and require approval by the superintendent or designee. Criteria for approval includes academic performance, student-teacher ratio, discipline, attendance, and performance on all sections of the most recent STAAR or other recognized assessment.

OISD will accept applications for grade 7-12 based on campus capacity. Transfer applications will be processed on a first-come basis.

Transfer Review Committee and the Superintendent will review completed applications on the first Monday of the month to determine final disposition. Parents will be notified of the status of the application. Once both the Superintendent and Committee have approved the application, the parent/guardian will be given a copy of the approval and may contact the campus to arrange for registration.

### TRANSPORTATION

- Any student who requests and accepts a transfer to a school other than the one in his or her home attendance area shall be required to provide his or her own transportation to and from school.

### THE PROCESS

- The superintendent or designee will declare schools open or closed for student transfers based on campus capacity, special circumstances, and/or other administrative considerations prior to the beginning of each school year.
- If the campus is designated "open" for student transfers, the campus principal will declare the number of seats available at each grade level/program.
- The process of selection is on a first-come, first-served basis for students who meet the criteria.
- All applications for transfer are required to meet the following standards:
  1. The student must have 95% attendance for the previous semester and the last six weeks.
  2. The student must be passing all classes currently and for the last semester completed.
  3. The student must have passed all portions of his/her latest state test/assessment exam STAAR. Students from home school, private school, or non-accredited school must show satisfactory scores on a nationally recognized norm-referenced assessment, and a locally developed assessment, or a previously released state assessment of appropriate grade level.
- Factors that will be considered in approving open enrollment transfers include, but are not limited to: building capacity; current program or campus enrollment; growth projections; grade level enrollments; teacher allocations; professional staff allocations; and, the student's academic, behavior, and attendance history.

Timelines for Applications for Non-Residents	
July 15 for Fall Enrollment	January 1 for Spring Enrollment

## EXCEPTION

A student who becomes a non-resident during the course of a grading period may be permitted to continue for the remainder of the six weeks grading period. Prior to the end of the grading period, parents may request an open enrollment transfer if the student qualifies and space is available. If so, the student may remain until the end of the school year.

## POTENTIAL REASONS FOR APPROVAL/DENIAL

### APPROVAL

- Space/program availability
- Student meets all required criteria
- Change of residence during the school year
- Pending acquisition of another home (timelines involved)

### DENIAL

- Record of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions
- For the purpose of participating in athletics at receiving campus
- Falsification of information
- Failing grades
- Failing STAAR scores, or other recognized assessments
- Failure to meet district criteria for transfer
- Lack of capacity

### IF THE STUDENT COMES FROM HOME SCHOOL, PRIVATE SCHOOL OR NON-ACCREDITED SCHOOL

- Students from home school, private school, or non-accredited school must show satisfactory scores on a nationally recognized norm-referenced assessment, and a locally developed assessment, or a previously released state assessment of appropriate grade level.

## POTENTIAL REASONS FOR REVOCATION

### REVOCATION DURING SCHOOL YEAR

- Failure to abide by the rules specified in the *OISD Student Handbook* or *Student Code of Conduct*
- Student commits a disciplinary infraction that mandates removal to the DAEP
- Documented pattern of late arrivals, late pick-ups, and/or poor attendance
- Lack of parental support of campus policies or regulations

- Falsification of information
- Students who do not meet the enrollment criteria annually

#### **CAMPUS PROCEDURES FOR REVOKING A TRANSFER**

- Superintendent or designee must hold a conference with the parent and inform the parent of the revocation and the reason(s) for the revocation.
- Both schools must work together to transition the student back to the school of origin in a manner that promotes the student's academic progress and school attendance.

#### **SPECIAL NOTES**

- Students who participate in University Interscholastic League (UIL) athletics are not excluded from open enrollment transfers; however, to meet UIL requirements they must verify eligibility through the athletic director at 817.220.3040.
  1. Students who move from one high school to another are **ineligible** for varsity competition for one calendar year by UIL rules (*see Section 440 Eligibility Athletes*).
  2. Students who transfer for athletic purposes **may** lose all remaining eligibility or lose eligibility for one calendar year.
- All students who are outside the campus attendance boundaries must reapply and qualify annually.
- Application is by student and not family. This is required because the student is applying for a specific empty seat in a specific grade at a specific campus.
- The Superintendent or designee may revoke a transfer at the end of any grading period or at the end of the school year based on the student's poor attendance, excessive tardies, inappropriate student behavior, or other items listed on OISD web page. The Special Education Director must review the student's IEP prior to implementing this process for a student receiving special education services.

For more information please contact the Registrar at 936-646-1041 or via fax at 936-646-1047

**ONALASKA ISD**  
**COUNTY-DISTRICT # 187-910**  
**TRANSFER APPLICATION FOR NONRESIDENT STUDENTS**

The completion of this application is a request for transfer only. Onalaska ISD will determine whether the transfer request is granted. The request is not granted until the Superintendent's signature appears on the Nonresident Student Transfer Agreement.

***NOTICE: A person making a false statement in this document or any other document for the purpose of school enrollment commits a criminal offense under §37.10 of the Texas Penal Code and is subject to imprisonment or fine. Further, a person enrolling a child under false documents violates §25.001 of the Texas Education Code and is subject to liability for tuition or costs under Texas law.***

For additional information please contact the Registrar at 936-646-1041 or via fax at 936-646-1047

Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

School year and grade level for which application is being made: Year \_\_\_\_\_ Grade Level \_\_\_\_\_

Student's Social Security #: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_

Parent/Guardian Names: (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Address where Father resides: \_\_\_\_\_  
Street City State Zip

Address where Mother resides: \_\_\_\_\_  
Street City State Zip

Address where Student resides: \_\_\_\_\_  
Street City State Zip

Contact Information:

	Mother	Father
Home Phone Number		
Work Phone Number		
Cell Phone Number		
Email address		

Hispanic: Yes \_\_\_\_\_ No \_\_\_\_\_

Race: \_\_\_\_\_  
 (1) American Indian or Alaska Native; (2) Asian;  
 (3) Black or African American; (5) White;  
 (6) Native Hawaiian or Other Pacific Islander

**PRIOR SCHOOL DISTRICT INFORMATION**

Current School District where the Student Resides (School student should attend)			
District Name	Campus Name	Grade Level Last Attended in this District	Phone Number of Campus

School District Student Most Recently Attended (If different from district where student resides)			
District Name	Campus Name	Grade Level Last Attended in this District	Phone Number of Campus

**GENERAL INFORMATION**

Is the student a child of an employee of Onalaska ISD? YES                  NO

Was the student enrolled in OISD the preceding year as a transfer student? YES                  NO

**ATTENDANCE INFORMATION**

Number of absences for current school year: \_\_\_\_\_

Number of absences for prior school year: \_\_\_\_\_

If the student missed more than 10% of the days in the current or prior school year, please provide an explanation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISCIPLINE INFORMATION**

Has the student ever been suspended out of school, placed in a DAEP expelled, or placed in JJAEP? If yes, explain: \_\_\_\_\_ YES                  NO

\_\_\_\_\_

Is the student currently on probation or other conditional release for a conviction of a criminal offense? If yes, explain: \_\_\_\_\_ YES                  NO

\_\_\_\_\_

Is the student on probation or other conditional release for delinquent conduct or conduct in need of supervision? If yes, explain: \_\_\_\_\_ YES                  NO

\_\_\_\_\_

Student Name: \_\_\_\_\_

**ACKNOWLEDGEMENT:** Parent/Guardian must initial each of the following:

\_\_\_\_\_ I understand that attendance at OISD as a transfer student is a privilege, and as such, my student and I agree to abide by all aspects of the FDA(LOCAL) policy and the terms of this Transfer Application.

\_\_\_\_\_ I understand that my student will be expected to follow all rules and regulations of OISD, including those for student conduct and attendance, and that failure to do so may result in the revocation of the transfer agreement during the school year.

\_\_\_\_\_ I understand that, if approved, the transfer is for a period of one school year only and, as stated above, subject to revocation during the school year. I understand that my student must reapply for transfer each year.

\_\_\_\_\_ I understand that in determining whether my student will be permitted to enroll in OISD, the superintendent will consider the student's disciplinary record, attendance record, academic record, assessment record, and class size and space availability.

\_\_\_\_\_ I understand that a campus administrator from the campus the student is applying for transfer will contact the student's current school to discuss the student's attendance, academics, and disciplinary status.

\_\_\_\_\_ I understand that OISD will not be responsible for transportation of my student to and from school. I will be responsible for the transportation of my child to and from school.

\_\_\_\_\_ I understand that falsification of information is a Class A Misdemeanor and can lead to legal action.

\_\_\_\_\_ I have received a copy of OISD Board Policies FDA(LEGAL) and FDA(LOCAL), regarding transfer students.

\_\_\_\_\_ I have received a copy of the UIL eligibility requirements for academic, music, and athletic competition.

\_\_\_\_\_ I understand that being approved for transfer in one school year creates no right or expectation that my student will be admitted as a transfer student in subsequent years. I further understand that admission of one student in a family creates no right or expectation that another student from the same family will be admitted as a transfer.

\_\_\_\_\_ I understand that, if approved for transfer, I must contact the assigned school within ten (10) days of the date notification is received in order to obtain additional enrollment information.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

Student Name: \_\_\_\_\_

***For OISD Use Only***

Is space available at the required level?	YES	NO	reviewed by _____
Is disciplinary record acceptable?	YES	NO	reviewed by _____
Is attendance record acceptable?	YES	NO	reviewed by _____
Is academic record acceptable?	YES	NO	reviewed by _____
Is assessment record acceptable?	YES	NO	reviewed by _____
Reviewed for §504/Special Education needs?	YES	NO	reviewed by _____

***Superintendent Recommendation***

Student is: \_\_\_\_\_ NOT approved for admission as a transfer student

\_\_\_\_\_ APPROVED for admission as a transfer student

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

***Conference with parent for Probationary Enrollment:***

\_\_\_\_\_  
District representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**ONALASKA ISD**  
**STUDENT TRANSFER APPLICATION**  
**VERIFICATION FROM CURRENT DISTRICT**

**Directions for Parent/Guardian:** complete the student's name, social security number, district name, and campus name below, take this form to the campus where your child is currently enrolled, and ask them to complete the remainder of the form. If your child was in multiple school districts or on multiple campuses in the current and prior school years, you may make copies of this form as needed.

**Directions for Campus/District:** The student listed below is applying for transfer enrollment in Onalaska ISD. Please provide the requested information to the student or parent for inclusion with the transfer application. Please provide the information for the most recent full school year and the current year if the application is being made during a school year.

Student's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Current School District: \_\_\_\_\_ Current Campus: \_\_\_\_\_

**DISCIPLINE INFORMATION**

Was the student suspended out of school, placed in a DAEP, or placed in JJAEP for one or more days in the current school year? YES    NO

Was the student suspended out of school, placed in DAEP, expelled, or placed in JJAEP for one or more days in the preceding year? YES    NO

To your knowledge, is the student currently on probation or other conditional release for conviction of a criminal offense? YES    NO

To your knowledge, did the student have any disciplinary referrals in the current or preceding school year? YES    NO

**ATTENDANCE INFORMATION**

	Prior School Year (Specify Year)	Current School year (Specify Year)
Number of Days the Student was Enrolled	_____	_____
Number of Days the Student was Absent		
Number of Times Student was Tardy		

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**STUDENT'S ACADEMIC RECORD:** Please provide the following for the student, if applicable:  
 Current Academic Transcript; State Assessment Results; Achievement, Aptitude, and/or Readiness Results; Most Recent ARD; Most Recent 504 Information; Most Recent RTI Information