

## **JISD Employee Student Transfer Guidelines**

**Joshua ISD allows employees who reside outside of Joshua ISD to transfer their children into the district free of charge if all transfer criteria is met.**

**Transfer schools: Plum Creek Elementary, Loflin Middle School, and Joshua High School**

**2009 – 2010 and beyond, the following exceptions apply for:**

**Students of Elementary Employees:**

Elementary students may attend the elementary school where their parent works if they live outside of JISD or in JISD.

**Students of Loflin Middle School Employees:**

Elementary students whose parent works at Loflin Middle School may attend Caddo Grove Elementary if they live outside of JISD or in JISD. If the employee lives outside of JISD and chooses to attend Plum Creek Elementary, shuttle service will not be provided.

**Students of JISD Administration Building Employees:**

Elementary students whose parent works at the JISD Administration Building may attend Staples Elementary if they live outside of JISD or in JISD.

**2008 – 2009 and prior:**

Elementary students may continue to attend the transfer school they have previously attended until the sixth grade or they may attend Plum Creek Elementary.

The guidelines below are in place to ensure consistency in our process.

### **Employee Interdistrict Transfer Process**

1. Complete the Employee Interdistrict transfer application. Incomplete forms will not be considered.

#### **Required documents for Kindergarten are:**

- \*Shot records
- \*Birth certificate
- \*Social security card

#### **Required documents for 1<sup>st</sup> and 2<sup>nd</sup> grade are:**

- \*Proof of prior year attendance record. Year to date absence and tardy totals on the last report card are sufficient.
- \*A discipline report signed by the home district administrator indicating any disciplinary actions taken relative to the student. If no disciplinary actions have been taken, the report should so indicate.
- \*A copy of the student's most recent report card.

#### **Required documents for 3<sup>rd</sup> thru 12<sup>th</sup> grade are:**

- \*Proof of prior year attendance record. Year to date absence and tardy totals on the last report card are sufficient.
- \*A discipline report signed by the home district administrator indicating any disciplinary actions taken relative to the student. If no disciplinary actions have been taken, the report should so indicate.
- \*A copy of the student's most recent report card.
- \*A copy of the student's most recent TAKS scores.

2. Mail or hand deliver your completed application, cover sheet, and the required documents to:

JISD Administration Building

310 E. 18<sup>th</sup> Street, Joshua TX 76058

Attn: Assistant Superintendent Fran Marek

Copies are acceptable. Please know documents submitted with your application will not be returned.

3. Once your application has been received, the review process takes up to 30 days. Once reviewed, you will be notified via district e-mail of the district's decision. A copy of your approved application will be sent to your child's campus. JISD is unable to consider appeals, therefore the decision is final.

*All transfer applications must be submitted and reviewed annually.*



310 East 18<sup>th</sup> Street  
Joshua, TX 76058  
817-202-2500 or 817-426-7500

**Interdistrict Transfer Coversheet for** \_\_\_\_\_  
(Students Name)

\_\_\_\_ **Complete Application**

\_\_\_\_ **Attach Required Documentation**

**For Kindergarten:**

\_\_\_\_ Student's birth certificate

\_\_\_\_ Student's social security card

\_\_\_\_ Student's shot record

**For 1<sup>st</sup> and 2<sup>nd</sup> grade:**

\_\_\_\_ Prior year attendance record

\_\_\_\_ Discipline report

\_\_\_\_ A copy of the student's most recent report card

**For 3<sup>rd</sup> thru 12<sup>th</sup> grade:**

\_\_\_\_ Prior year attendance record

\_\_\_\_ Discipline report

\_\_\_\_ A copy of the student's most recent report card

\_\_\_\_ A copy of the student's most recent TAKS scores

**I have completed the application and attached all required documents.**

**Parent signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED \_\_\_\_\_ BY \_\_\_\_\_

CIRCLE ONE:    HAND DELIVERED            MAILED            INTEROFFICE



## INSTRUCTIONS FOR TRANSFER APPLICATION

**STUDENT'S NAME:** Enter the student's full name: First, Middle, Last

**DATE OF BIRTH:** Month/Day/Year (MM/DD/YYYY)

**STUDENT'S SOCIAL SECURITY NUMBER:** Enter the student's 9-digit social security number

**GRADE LEVEL:** Enter the grade level the student will be entering in the fall.

**DISTRICT OF RESIDENCE:** Enter the name of the district the student resides.

**CAMPUS OF RESIDENCE:** Enter the name of the campus that the student would be attending if he/she were attending school in the district in which he/she resides.

**DISTRICT ATTENDED PRIOR YEAR:** Enter the name of the district in which the student attended school in the prior school year.

**ASSIGNED JISD CAMPUS:** Enter the name of the campus that the student will be assigned to in Joshua ISD.

**PARENT/GUARDIAN INFORMATION:** All information must be complete including a signature and date.

**BRING APPLICATION, COVERSHEET, AND ALL REQUIRED DOCUMENTS TO THE ADMINISTRATION BUILDING  
LOCATED AT 310 E. 18<sup>TH</sup> STREET, JOSHUA.**





ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

TRANSFER  
REQUESTS

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.

A nonresident student wishing to transfer into the District shall file an application for transfer with the Superintendent or designee prior to the school year for which the transfer is requested. The Superintendent or designee shall consider any other transfer requests submitted after the beginning of the school year on a case-by-case basis.

RESIDENT  
STUDENT WHO  
BECOMES  
NONRESIDENT

A resident student who becomes a nonresident during the course of a semester may be permitted to continue in attendance for the remainder of the semester. Prior to the beginning of the next semester, the student may submit an application for transfer to remain in the District. The campus principal may deny a request that the student be permitted to remain in attendance for the same reasons the District may deny a request for transfer.

A student in grade 11 or 12 who has received a majority of his or her education in District schools and who becomes a nonresident may be permitted to continue in attendance, tuition-free, until he or she graduates. The student must submit an application for transfer to remain in the District. The campus principal may deny a request for the same reasons the District may deny a request for transfer.

CHILDREN OF  
NONRESIDENT  
DISTRICT  
EMPLOYEES

Children of nonresident District employees shall be eligible to attend District schools, tuition-free, in accordance with this policy and pending review of criteria at LIMITATIONS ON TRANSFERS below.

LIMITATIONS ON  
TRANSFERS

Acceptance of a transfer request shall be conditioned on receipt of the discipline and attendance records of the student, and the student's grades and scores on assessment instruments. No student may be allowed to transfer into the District if he or she has been placed in a disciplinary alternative education program or has been suspended or expelled for one or more days during the most recent school year. Recurring or persistent disciplinary problems may be sufficient reasons for rejection of a transfer request.

A student may not be allowed to transfer into the District if the attendance record for the most recent full school year indicates less than 90 percent attendance.

Acceptance of a transfer may be conditioned on space and instructional staff availability. Transfers may be denied for space availability reasons upon the advisement of the campus principal. Students or parents may request placement at a particular campus but the Superintendent shall determine the campus assignment on the

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

basis of District needs. Transfers may not be approved if enrollment reaches 18 in each classroom at any grade level.

No new programs, additional staff or facilities shall be added or expanded to the District curricular or extracurricular activities as a result of student transfers or special needs.

A transfer student shall be notified in the written transfer agreement that he or she must follow all policies, rules and regulations of the District, including those for student conduct, attendance, and testing requirements and that violation of the District's policies, rules, and regulations may be sufficient grounds to deny reapproval of the transfer request.

A transfer student who violates an administrative rule or District policy shall be subject to appropriate disciplinary actions.

RECORDS

All transfers are contingent upon the receipt of verifiable and acceptable transcripts or other school records. These records must be from a state-accredited or otherwise recognized sponsoring organization.

TRANSPORTATION  
NOT PROVIDED

The District shall not provide transportation for transfer students.

TUITION

The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged.

Tuition shall be charged at the same rate for all students, regardless of the number of transfers from any single family.

Tuition shall be paid in two payments: one-half at the beginning of the first semester and one-half at the beginning of the second semester; no monthly, weekly, or partial payment arrangements for fee payment may be authorized.

If the transfer student arrives during the course of a semester, the tuition for that semester shall be calculated on a prorata basis. The tuition for the second semester shall be paid at the full rate for the semester.

A nonresident student whose family is buying or building a home in the District shall be required to pay tuition on a prorated basis until the student becomes a resident of the District.

REFUNDS

Upon written request, the Board may authorize a refund for unused days of tuition if the transfer student moves into the District, never enrolls, or establishes a new residence where it would be impossible to continue in attendance in the District. No refund shall be authorized when a transfer is revoked and/or the student is sus-

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

pending, expelled, withdraws, drops out, or returns to the district of residence.

WAIVERS

The Board may waive tuition for a student upon written application by the student or parent or guardian, upon the recommendation of the Superintendent or designee.

NONPAYMENT

The District may initiate withdrawal of students whose tuition payments are delinquent.

APPEALS

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.