

**CENTER INDEPENDENT SCHOOL DISTRICT
NON-RESIDENT STUDENT REQUEST TO TRANSFER INTO THE DISTRICT**

STUDENT INFORMATION

Student's Full Legal Name: _____

Social Security Number: _____ Date of Birth: _____ Grade for 2025-2026: _____

Physical Address: _____

Mailing Address: _____

Home Phone Number: _____

The student Lives with: Mother Father Both
 Other: (Name/Relationship) _____

Father/Guardian Name: _____

Work Phone Number: _____ Cell Phone Number: _____

Mother/Guardian Name: _____

Work Phone Number: _____ Cell Phone Number: _____

TRANSFER REQUEST INFORMATION

Reason for transfer: _____

School District Student Lives In: _____

School District Last Attended _____

Campus Name: _____ Grade at Former School: _____

Check special program(s) that currently apply to the student: ESL GT Speech 504
 Special Ed Other _____

Does the student have a sibling requesting a transfer? If yes, what grade and name(s): _____

Did the student demonstrate mastery on all sections of the most recent State of Texas Assessments of Academic Readiness (STAAR)? Yes No N/A

Has the student been expelled, removed to a disciplinary alternative education program (DAEP) for one or more days for 2024-2025 school year, or removed facing imminent discipline from another school district? Yes No

During the preceding year, has the student been expelled, removed to a disciplinary alternative education program (DAEP) for one or more days for the 2024-2025 school year or removed facing imminent discipline from another school district? Yes No

If yes to either question, for what offense (s)? _____

Is the student a child of an employee of Center Independent School District? Yes No
If yes, please provide the name of the employee and campus: _____

How many days was the student absent last year (2024-2025)? _____

If the student missed more than ten percent (10%) of the days in school last year, please explain: _____

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PLEASE READ THE CONDITIONS FOR TRANSFER

This transfer agreement establishes the terms and conditions to attend Center Independent School District ("District") as a transfer student for the 2025-2026 school year. The student's parent or other person having lawful control of the student requests that the student be permitted to attend a school in the District during the 2025-2026 school year and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the **2025-2026 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. Violating the terms of the transfer agreement may result in a transfer request not being approved for the following school year.
2. The parent/guardian **MUST** provide all the appropriate documentation listed below. **If the documentation is not received, the transfer application will be deemed incomplete and will not be considered or acted upon.**
 - 2.1 Proof of residence in "home" district (utility bill, current lease, or current property tax receipt)
 - 2.2 Student's school records
 - 2.2.1 Report card
 - 2.2.2 Attendance record from prior year (must be by class for secondary students)
 - 2.2.3 Discipline history for the prior year (discipline documentation must contain detailed information)
 - 2.3 Immunization records (current)
 - 2.4 Birth certificate (certified copy)
 - 2.5 Social Security card
 - 2.6 Transfer Fee
3. This transfer, if approved, is 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.
4. The student must maintain acceptable levels of attendance and compliance with District rules and regulations, including the Student Code of Conduct throughout the entire school year. Acceptable levels are defined as:
 - 4.1 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/guardian or the student of truancy proceedings under Education Code 25.095 and
 - 4.2 Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program (DAEP) or expulsion, and a pattern of persistent misbehavior or misconduct made within any grading period as determined by Campus Administration.

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5. The District will charge a transfer fee of \$500 per child and not to exceed \$1,500 per family (annually). *The deadline to turn in transfer paperwork (including the supporting documentation) and the transfer fee is Wednesday, June 25, 2025. No transfer paperwork will be accepted after 4:00 p.m. on Wednesday, June 25, 2025.*

If the student is not an approved transfer, the transfer fee will be refunded to the individual who made the payment. A W-4 must be completed before receiving a refund. The transfer fee is not refundable if the student attends school. The District will only accept a cashier's check or credit/debit card. There will be an additional \$20.00 surcharge for every \$500 if a credit/debit card is used to pay the transfer fee.

6. Once a completed Student Transfer Agreement has been received in the Superintendent's Office (including all requested documentation and the transfer fee), the transfer agreement (and supporting documentation) will be reviewed by the Campus Principal and the Superintendent. A decision will be made regarding the transfer request.
7. The parent/guardian will be notified in writing of the approval or denial of the transfer request.
8. Transportation to and from a District school in which the student is assigned, is the responsibility of the parent/guardian or student.
9. The student and parent/guardian acknowledge that the eligibility of transfer students for participation in any UIL activity or other activities governed by UIL rules and regulations will be determined in accordance with UIL rules, regulations, and the receiving campus.
10. Except as modified by this transfer agreement, the student will be subject to all policies, rules, regulations, rights, privileges, and responsibilities of enrollment in the District as if the student resided in the District.
11. Transfers will only be accepted for grades K-12.
12. The transfer may be denied for the following reasons:
- 12.1 Admission of the student would cause over-crowding of classes;
 - 12.2 Admission of the student would cause the District to hire additional personnel;
 - 12.3 The student's prior attendance record;
 - 12.4 The student's prior discipline record and
 - 12.5 Other lawful reasons determined by the District.
13. A conference may be required to determine if additional staff is necessary for students with special needs.
14. Any falsification of information shall cause the transfer agreement to be denied and/or revoked. In addition, to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of (1) the maximum tuition fee (transfer fee) the district may charge under Section 25.038 or (2) the amount the district has budgeted for each student as maintenance and operating expenses (Section 25.001(h), Texas Education Code).

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PARENT/GUARDIAN

As a parent or person standing in the position of legal responsibility for the child named in the document, I acknowledge that I have received a copy of Center Independent School District's policies FDA (Legal) and FDA (Local), and the Transfer Agreement must be executed and approved before the student is enrolled in the District. The information provided in this form is true and factual to the best of my knowledge, and I understand that if any of this information is ever found to be incorrect, this Transfer Agreement may be denied or revoked. My signature indicates my understanding of policy FDA (Local). This policy states that students must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the Transfer Agreement.

My signature indicates permission for Center ISD personnel to contact my child's previous school(s) for additional information.

The District and the parent/guardian agree that this transfer agreement is the entire agreement controlling the admission and enrollment of the student in the District for the 2025-2026 school year.

Parent/Guardian Signature

Date

CAMPUS PRINCIPAL

Transfer Request Approved

Transfer Request Denied

Campus Principal's Signature

Date

SUPERINTENDENT

Transfer Request Approved

Transfer Request Denied

Superintendent's Signature

Date