



Hooks ISD
Out of District Transfer Form
School Year 20__ - 20__

County-District Number
019-902

This application can only be completed by the legal parent/guardian of the student requesting a transfer for an out of district student. This application must be completed and submitted to the office of principal at the respective campus. Applications can be hand delivered or mailed. Incomplete applications will not be evaluated. Application must include: Most recent report card, discipline history, attendance history, and most recent state assessment scores.

School District In Which You Live _____ **School District Last Attended** _____

STUDENT: Last _____ First _____ Middle _____
(Student's name as shown on birth certificate.)

Birthdate: Month _____ Day _____ Year _____ **Grade** _____ **Ethnicity:** _____ **Sex:** Male _____ Female _____

Mailing Address _____
P.O. Box or Street _____ City _____ State _____ Zip _____

Exact location of residence _____
House # _____ Street or Road _____ City _____ State _____ Zip _____

MOTHER _____ **STEP-MOTHER** _____ **GUARDIAN** _____ Name: _____

Email Address _____ **Live with this student:** Yes _____ No _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

Place of Employment _____

FATHER _____ **STEP-FATHER** _____ **GUARDIAN** _____ Name: _____

Email Address _____ **Live with this student:** Yes _____ No _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

Place of Employment _____

Check All Special Services Received:

- ☐ Special Education ☐ 504 ☐ ESL ☐ Bilingual ☐ Speech ☐ Gifted & Talented ☐ Dyslexia ☐ Counseling
☐ Physical Therapy ☐ Occupational Therapy ☐ Audiological Services ☐ Assistive Technology
☐ Other, Please explain: _____

Location student is to receive services(if different than home campus) for next school: _____

****NOTE: Approval of a transfer does not guarantee varsity eligibility for athletic or fine arts programs.****

This request is made with the full understanding of an agreement to the following:

1. Transportation is to be provided by the parent/guardian to the student for approved transfer.
2. The principal may revoke the transfer for reasons stated in the district's transfer policy.
3. A transfer may be revoked for a record of poor academics, attendance, late arrivals, late pick-ups, and/or disciplinary infractions at transfer campus.
4. Any falsification of information shall cause this application for transfer to be denied and/or revoked. In addition, falsification of documents or records is a criminal offense under Section 37.10, Penal Code, and subjects the person to liability for tuition or costs under Section 25.001(h), Texas Education Code.

Signature of enrolling parent/guardian: _____ **Date:** _____

FOR HISD OFFICE USE ONLY

Date Received

☐ **Approved**

☐ **Denied**



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Reasons the District may possibly DENY or REVOKE a Transfer Request:

In determining whether a student's transfer request will be approved or denied, the principal will take the following criteria into consideration

1. Space/staffing:

- no space available in the program/grade level or at the campus,
- growth rate of the campus, OR
- requires employment of additional staff.

2. Academics: student did not/is not passing all classes and/or did not pass all of each segment of the State Assessment.

3. Attendance: student

- has unexcused absences (days/periods/blocks),
- has excused absences equal to or greater than 5% of the total days/periods/blocks during which a student has been enrolled; OR
- was not promoted as a result of failure to meet attendance requirements.

4. Tardies: student has incurred excessive unexcused tardies defined as:

- late on 5 or more days (elementary)
- late for 5 or more class periods/blocks (secondary)

5. Discipline: the student

- has been suspended, expelled, or placed in DAEP
- has discipline referrals which resulted in In-School Suspension (ISS),
- wishes to avoid disciplinary action at his/her current school; OR
- has engaged in delinquent conduct or has been convicted of a criminal offense and is on probation or other conditional release
- has unsatisfactory grades in conduct (elementary)

6. UIL Violation: the transfer is for the purpose of participating in an extra-curricular activity at the requested campus

7. Falsification of information on school documents

8. Revocation of a previous transfer

Approval of a transfer student in one school year creates no right or expectation that a student will be admitted as a transfer student in subsequent years. Admission of one student in a family as a transfer student creates no right or expectation that another student from the same family shall be admitted as a transfer. Transfer approval decisions are made on a student-to-student basis according to the factors and restrictions noted above.