

**MOUNT VERNON ISD
REQUIRED DOCUMENTATION FOR TRANSFER REQUEST**

Transfer Guidelines/Procedures

- Application (Transfer Packet; FDA-AR EXHIBIT A & B) is given to parent/family/guardian
 - Principal/Counselor/Superintendent or Superintendent's Designee may speak to applicant/parent (guardian)
 - Principal/Counselor/ Superintendent or Superintendent's Designee call for a Transfer Team meeting and the Transfer Team makes a recommendation to the Superintendent or Superintendent's Designee who accepts/rejects Transfer Team recommendation
 - Completed Transfer Agreement will be reviewed accordingly
 - All Transfer Students will be reviewed annually by the Campus Transfer Team
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**Parents must provided the following documents
before a transfer decision will be made:**

- **COPY OF LAST REPORT CARD**
- **COPY OF LAST STAAR TEST (appropriate state/grade level testing)**
- **COPY OF ATTENDANCE RECORD**
- **COPY OF BEHAVIORAL RECORD**
- **FDA-ADMINISTRATION REGULATION EXHIBIT A: STUDENT INFORMATION & EXHIBIT B: TRANSFER AGREEMENT**
- **ANY OTHER DOCUMENTATION THE PARENT/GUARDIAN FEELS WILL BE USEFUL TO THE DISTRICT IN MAKING AN INFORMED DECISION**

EXHIBIT A

Mount Vernon Independent School District

NONRESIDENT STUDENT REQUEST TO TRANSFER INTO THE DISTRICT
SCHOOL YEAR 20__-__.

1. Student's name: _____

2. Current address: _____

3. School district in which student resides: _____

4. Parent's name: _____

5. Parent's address: _____

Home phone: _____ Work phone: _____

6. Reason for transfer request: _____

7. Is either parent employed by the Mt. Vernon Independent School District? Yes No

8. Has student ever been enrolled in Mt. Vernon Independent School District? Yes No

9. Student's grade level for year of requested transfer: _____

10. Student's attendance record:

a. How many days was the student absent in the school year prior to the year for which a transfer is requested? _____

b. If this request is for a transfer during a school year, how many days has the student missed in the current school year? _____

c. If the student missed more than ten percent of the days in the school year, please provide an explanation:

11. Has the student been expelled or removed to a disciplinary alternative education program (DAEP) for one or more days in the most recent school year? Yes No During the preceding year? Yes No

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

As a parent or person standing in the position of legal responsibility for the child named in this request, I acknowledge that I have access of Mt. Vernon Independent School District's policies FDA(LEGAL) and FDA(LOCAL) and the Transfer Agreement that must be executed before the child 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 application may be denied or revoked.

Parent's signature:

Date: _____

Transfer:

Approved

Denied

Principal's signature: _____

Superintendent's signature:

Date: _____

EXHIBIT B

Mt. Vernon Independent School District

TRANSFER AGREEMENT

This Transfer Agreement establishes the terms and conditions for _____ (“student”) to attend the Mt. Vernon Independent School District public schools (“District”) as a transfer student for the _____ school year, although the student is a resident of the _____ School District. The student’s parent or other person having lawful control of the student, _____ (“parent”), requests that the student be permitted to attend District schools in the _____ school year and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the current 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 agreement may result in an immediate loss of transfer status.***
2. This transfer is approved 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.
3. 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:
 - a. 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 or the student of truancy proceedings under Education Code 25.095; and
 - b. 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 no more than _____ referrals are made within any grading period for other misconduct.
4. The District will charge tuition in the amount of \$_____ per year. Tuition must be paid in six equal amounts of \$_____, _____ days in advance of each six-week period. If a tuition payment is not received by the due date, the District may revoke the transfer agreement. Revocation for nonpayment of tuition will be effective immediately.
5. The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.

6. The student and parent acknowledge that 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 and regulations.
7. 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 he or she resided in the District.

The District and the parent agree that this Transfer Agreement is the entire agreement controlling the admission and enrollment of the student in the District for the _____ school year.

Parent's signature: _____

Date: _____

Principal's signature: _____

Superintendent's signature: _____

Date: _____