

FOR OFFICE USE ONLY:		Date Received _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Effective Date _____
Signature of Executive Director for Campus Administrative Support	Method of payment:		Date of Written Notification		
	<input type="checkbox"/> Cash	<input type="checkbox"/> Money Order (# _____)			
Amount Paid \$ _____	Date Received: _____	Received by: _____			

Katy Independent School District

Application for Interdistrict Transfer for Remainder of Semester/Year

(Transfer to Remain in Katy ISD until End of Current Semester or Year, as Appropriate)

This application is to be completed by a parent/guardian or person standing in parental relation to any student who moves out of the District during the current school year requesting permission to complete the current semester. High school seniors may request to complete their education in Katy ISD. In addition, eligible full-time employees who move out of the district may request permission for their children to remain until the end of the school year. These students may request a transfer for the remainder of the semester/year in Katy ISD as long as they have not been and do not become discipline or attendance problems. As soon as the date is determined that the student will cease (or has ceased) to be a resident in Katy ISD, this application must be completed and submitted, along with a nonrefundable \$35.00 application fee for processing (\$10.00 for District employees), to the campus principal who will forward the application to the Student Transfer Office at the Katy ISD Education Support Complex for approval. Payment must be made by cash or money order (payable to Katy ISD).

Student Name : Last	First	Middle	Grade Level	School Year
				20__ - 20__
Out-of-District Mailing Address: Street			Student's Age	Date of Birth
City			State	Zip
			Home Phone	
Name of Parents or Guardians			Work Phone	
Transfer To: (School Currently Attending in Katy ISD)			Transfer From: (School District of Out-of-District Residence)	
Special Services being provided at current school (Special Education, Section 504, G/T, ESL, Bilingual, etc.) include:				Date Student Moved/Will Move Out of District

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

1. Transportation is to be provided by the parent or person standing in parental relation to the student for approved transfer. (High school students are not guaranteed parking privileges, if applicable.)
2. Transfer students must abide by the *Discipline Management Plan and Student Code of Conduct*. The principal may revoke the transfer for serious or persistent misconduct or shall revoke the transfer for any offense mandating a DAEP or JJAEP placement.
3. A transfer may be revoked for a documented pattern of late arrivals, late pick ups, and/or poor attendance.
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 and subject to fines under Section 37.10, *Penal Code*, and subjects the person to liability for tuition or costs under Section 25.001 (h), *Texas Education Code*.

NOTE: If the transfer is denied, the parent or guardian may appeal through the complaint process in Board Policy FNG or GF, as appropriate. If the transfer is approved and later revoked, written notification of the revocation shall be sent to the school district of residence.

PARENT/GUARDIAN ACKNOWLEDGEMENT	
In signing this form, I, the parent/guardian or person standing in parental relation to the student, confirm that I have read and understand the information listed on this form and that the information provided is accurate in requesting this transfer.	
Parent/Guardian Signature	Date

Note: Approval of an interdistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to obtain an application regarding a UIL residence waiver, if applicable.

----- DO NOT WRITE BELOW THIS POINT -----

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Comments:

Original: ADA Clerk/Registrar
Copy To: Student Transfer Office