

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
Intradistrict Transfer Application
 For School Year: 20__ - 20__

This application is to be completed by a parent/guardian or person standing in parental relation to any student requesting a transfer from a school in one residential attendance zone within the District to another school within the District. This application must be completed and submitted, along with the nonrefundable \$35.00 application fee for processing (\$10.00 for District employees), to the campus principal who will forward it to the Executive Director for Campus Administrative Support at the Katy ISD Education Support Complex to be considered for approval. Payment must be made by cash or money order (payable to Katy ISD).

Student Name : Last	First	Middle	Current Grade:	Current School Year:
Current Mailing Address: Street			Student's Age:	Date of Birth:
City	State	Zip	Home Phone:	
Name of Parents or Guardians:			Work Phone:	
Transfer From: School of Current Residence		Transfer to: Requested Assignment		
Special Services being provided at current school (Special Education, Section 504, G/T, ESL, Bilingual, etc.) include:				

Please check below the reason this request is being made:

Reasons for Approval	Reasons for Denial
<p>The following are the acceptable reasons for granting an intradistrict transfer according to Board Policy FDB (LOCAL):</p> <p><input type="checkbox"/> Change of Residence (indicate specific reason):</p> <p><u>High School</u></p> <p><input type="checkbox"/> Remain at current school until end of current school year</p> <p><input type="checkbox"/> Request one-time option to finish at current school (except when attendance zones are redrawn)</p> <p><u>Elementary/Junior High</u></p> <p><input type="checkbox"/> Remain at current school until end of current school year</p> <p><input type="checkbox"/> Child(ren) of District employee (attend school closest to employee's worksite as determined by the Executive Director for Campus Administrative Support)^{1,2}</p> <p><input type="checkbox"/> Child(ren) of District employee (with currently approved transfer) -- employee's job location changes due to reassignment [elects a one-time option to leave child(ren) at current campus]^{1,2}</p> <p><input type="checkbox"/> Child(ren) of District employee (with currently approved transfer) -- employee ceases to be a District employee during the school year [leave child(ren) at current campus until end of the current school year]¹</p> <p><input type="checkbox"/> Allow siblings to attend same school that another sibling currently attends except in the case of a centrally located program and/or rezoning</p> <p><input type="checkbox"/> Prior year approval for sibling transfer (elects one-time option for sibling to complete education at current campus except in the case of rezoning)</p> <p><input type="checkbox"/> Serious medical/mental/psychological health condition, documented by appropriate medical personnel, if the student's identified needs cannot be met at the home campus. Students must be referred for an appropriate evaluation as dictated by federal law to determine (transfer decisions will be delayed until legal requirements are met).</p> <p><input type="checkbox"/> Victim of a documented physical assault (if student committing the assault is at victim's home campus)</p> <p><input type="checkbox"/> Documented, unresolved student conflicts exist that cannot be addressed at the home campus</p>	<p>Reasons for denial shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Overcrowded condition at receiving campus or requires employment of additional staff • Record of poor attendance, late arrivals, late pick ups, and/or disciplinary infractions at home campus • For purpose of participating in an extra-curricular activity at receiving campus • Previous transfer already granted for the year • Falsification of information • Failure to meet deadlines • Failure to meet district criteria for transfer
	<p>Reasons for Revocation</p> <p>Reasons for revoking the transfer shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Repeated disciplinary infractions or the student commits a disciplinary infraction which mandates removal to a DAEP or JJAEP • Documented pattern of late arrivals, late pick ups, and/or poor attendance • Falsification of information • Failure to provide documentation of occupancy of a residence when a temporary transfer is granted based on an intended residence

¹ Employees must be employed on the first day of school in order for the transfer application, which is completed and approved in the spring/summer, to be valid for the upcoming school year.

² Upon completion of the student's education at the current campus level, the employee may request a transfer to continue within the feeder pattern of the school to which the child was transferred.

If the student is a Katy ISD employee's child, provide employee's name and workplace:

Employee's Name	Employee's Workplace
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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. The transfer, once approved, shall remain in effect as long as the original reason for the transfer exists and as long as the student remains in the same campus level (elem., junior high, or high school); however, the transfer must be renewed on an annual basis.
3. The student will only be allowed one transfer during a school year.
4. 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.
5. A transfer may be revoked for a documented pattern of late arrivals, late pick ups, and/or poor attendance.
6. 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*.
7. Approval of an intradistrict 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.

NOTE: If the transfer is denied, the parent/guardian may appeal the decision to the District Transfer Committee (see Intradistrict Transfer Procedures).

PARENT/GUARDIAN

In signing this form, the parent or person standing in parental relation to the student confirms that he/she has read and understands the information listed on this form and in the "Intradistrict Student Transfers" brochure and that the information provided is accurate.

Parent/Guardian Signature	Date
Parent comments:	

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

EXECUTIVE DIRECTOR FOR CAMPUS ADMINISTRATIVE SUPPORT REVIEW

Application meets one of the acceptable reasons for approval:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		
Recommendation recorded at top of page 1		

APPEAL TO DISTRICT TRANSFER COMMITTEE (if needed)

Date Appeal Request Received:	Date of District Transfer Committee Meeting
Comments:	
Committee Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Committee Member Signature	Date
Committee Member Signature	Date
Committee Member Signature	Date
Date of Written Notification	

APPEAL TO THE BOARD (if needed)

Date Appeal Request Received:	Date of Board Meeting
Board Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
Date of Written Notification	

Original: ADA Clerk/Registrar
 Copy To: Executive Director for Campus Administrative Support