

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 Amount Paid \$ _____ Date Received: _____ Received by: _____			<input type="checkbox"/> Money Order (# _____)	

Katy Independent School District
Renewal Application for Intradistrict Transfer
 For School Year: 20__ - 20__

This renewal application is to be completed by a parent or person standing in parental relation to any student to renew a transfer in effect for the previous school year and must be submitted, along with a nonrefundable \$35.00 application fee for processing (\$10.00 for District employees), to the campus registrar who will forward the application to the Student Transfer Office at the Katy ISD Education Support Complex to be considered for approval. The application should be submitted between March 1 and June 1 for the upcoming school year or at any time during the current school year when the employee's assigned work location changes or the future residence is not completed within the specified timeframe. 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:	
Continuation of Transfer From: (School of Current Residence)		Continuation of Transfer to: (School of Current Assignment)		
Special Services being provided at current school (Special Education, Section 504, G/T, ESL, Bilingual, etc.) include:				

Reason for Renewal

A renewal of the previously-approved transfer is requested on the following continuation basis (check applicable reason):

- One-time option to finish high school at current school (except when attendance zones are redrawn)
- District employee – placement at school closest to employee's worksite as determined by the Executive Director for Campus Administrative Support*
- District employee whose job location changed due to reassignment -- one-time option to leave child(ren) at current campus*
- Sibling(s) -- to attend campus that another sibling currently attends except in case of a centrally located program and/or rezoning
- Sibling(s) -- one-time option for sibling to complete education at current campus except in the case of rezoning
- Result of a serious medical/mental/psychological health condition, documented by appropriate medical personnel, if the student's identified needs cannot be met at the home campus.
- Victim of a documented physical assault (if student committing the physical assault is at victim's home campus)
- Documented, unresolved student conflicts exist that cannot be addressed at the home campus

* 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:

- 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.)
- 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 at the same campus level (elem., junior high, or high school); however, the transfer must be renewed on an annual basis.
- The student will only be allowed one transfer during a school year.
- 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.
- A transfer may be revoked for a documented pattern of late arrivals, late pick ups, and/or poor attendance.
- 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*.
- 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.

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