



**NONRESIDENT STUDENT REQUEST TO TRANSFER INTO THE DISTRICT**

1. Student's name: \_\_\_\_\_  
FIRST MIDDLE LAST
2. Is either parent employed by Robert Lee ISD? Yes  No
3. Has the student ever been enrolled in Robert Lee ISD? Yes  No
4. If so, what was the most recent year the student attended Robert Lee ISD? \_\_\_\_\_
5. Current address: \_\_\_\_\_
6. School district in which student resides: \_\_\_\_\_
7. Parent's name: \_\_\_\_\_
8. Parent's address: \_\_\_\_\_
9. Parent's home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_
10. Reason for transfer request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Student's grade level for year of requested transfer: \_\_\_\_\_
12. Student's attendance record:
  - a. How many days was the student absent in the school year prior to the year for which the transfer is requested? \_\_\_\_\_
  - b. If this request is for 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: \_\_\_\_\_  
\_\_\_\_\_
13. Has the student been expelled or removed to a 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 received a copy of Robert Lee ISD'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 Signature \_\_\_\_\_

Date \_\_\_\_\_

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Transfer Approved       Disapproved

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

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Transfer Approved       Disapproved

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Date of Birth:	Social Sec #:
Grade:	Sex:
Ethnicity:	Residence Co/Dist#:



Robert Lee ISD

## TRANSFER AGREEMENT

This Transfer Agreement establishes the terms and conditions for \_\_\_\_\_ ("student") to attend Robert Lee ISD public school ("District") as a transfer student for the \_\_\_\_\_ school year. Student is a resident of the \_\_\_\_\_ ISD. Student's parent or guardian, \_\_\_\_\_ ("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.
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. Student must maintain acceptable levels of attendance, academic achievement, and compliance with 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;
  - b. Academic achievement that results in a passing grade in all courses by the end of the semester. At the end of each grading period, the student should receive no more than one grade that is below passing; and
  - c. Compliance with the Student Code of Conduct that results in no offenses requiring removal to an alternative education program or expulsion and no more than two referrals each grading period for other code of conduct infractions.
4. The Superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance, academic achievement, or compliance with the Student Code of Conduct during a semester or who fails to pay tuition on time.
5. If this agreement is revoked, revocation ordinarily will be effective at the end of a semester; however, if the student's attendance, academic achievement, or compliance with the Student Code of Conduct falls below the acceptable standard during a semester, the Superintendent has discretion to revoke the transfer at the end of the grading period in which the standard is violated. If this agreement is revoked for nonpayment of tuition, revocation will be effective immediately. Policy FDA(LOCAL), attached to this agreement, explains the procedure for revocation.

- 6. The parent or the student will be responsible for transportation to and from the District school to which the student is assigned.
- 7. Except as modified by this transfer agreement, the student will be subject to all policies, 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.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

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Superintendent Signature: \_\_\_\_\_

Robert Lee Independent School District

Date: \_\_\_\_\_