

Student Transfer Form
LEWISVILLE INDEPENDENT SCHOOL DISTRICT
 Student Services Department
 400 W. Main Street, Lewisville, Texas, 75057

Transfer # _____

Read conditions on reverse side before completing form.

PRESS FIRMLY when completing this form to make all copies legible. Student ID # _____

NAME OF STUDENT: _____ Grade _____ (for year applying) SS# _____

Birthdate _____ Sex _____ Transfer for School Year _____ - _____

List All Lewisville Schools Previously Attended: _____

School Currently Attending _____ Current Grade _____

Transfer From _____ School T _____
(home school for your residence)

Reason(s) for Request _____
(attach letter if more space needed)

Name of Parent/Guardian _____

Address _____ City _____ Zip _____

Home Phone _____ Business Phone _____

I have read carefully, considered, and agree to ALL of the conditions as stated on the reverse side of this form. I attest in the preceding year the student has not engaged in conduct or misbehavior resulting in removal to an alternative education program or expulsion, the student has not engaged in delinquent conduct or conduct in need of supervision nor is on probation or is on other conditional release for that conduct, nor has the student been convicted of a criminal offense or is on other conditional release for an offense. I have been informed and fully understand it is a criminal offense to present false information to enroll a student in a public school. Falsifying, altering, or tampering with government documents are offenses subject to prosecution as a misdemeanor or felony under perjury law and Penal Code 37.10. A person who presents false enrollment documents is also subject to liability for tuition costs. Presentation of false information or neglecting to notify the school district of a change in the residency status, which results in lack of proof of residency in Lewisville I.S.D., will cause immediate withdrawal from school. I attest that all representations I have made in this document are true and correct.

 Date Signature of Parent/Legal Guardian

Sending School Principal Contact/Comments _____

Receiving School Principal Contact/Comments _____

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Office Use ONLY: TRANSFER:
 Approved: _____
 Denied: _____

Extracurricular Participation:
 Eligible _____ Not Eligible: _____

 Student Services Administrator Parent Notified _____ In Person Phone Mail

Copies: 1 - White - Central Administrator 3 - Pink - Sending Principal
 2 - Yellow - Receiving Principal 4 - Gold - Parent Copy

TRANSFER GUIDELINES: Much consideration should be given on the part of the applicant as related to this transfer request. The applicant should fully understand the rules and regulations and investigate the future eligibility of the student as affected by local District guidelines and University Interscholastic League (UIL) rules. Transfers will be considered subject to the following conditions.

1. Intra-district transfer requests originate in the office of Student Services.
2. Each transfer is evaluated considering attendance boundary and program issues, building capacity, current enrollment, growth projections, teacher assignments, class sizes and the student's attendance and behavior history. Other factors and documentation may at times affect either transfer to or from a particular school.
3. Once approved, a transfer is effective for all years remaining at the school requested unless the school becomes overcrowded or the principal revokes the transfer. No renewal of a transfer is necessary while attending this campus. If the enrollment of a school or class reaches capacity, Lewisville I.S.D. administration reserves the right to return transfer students to their home school. **An approval of one transfer does not guarantee nor imply the approval of future transfers to the next feeder school.**
4. The parent and student accepting a transfer agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. To be considered for transfer a student must currently hold a good attendance and disciplinary record. School bus transportation is **NOT** provided to transfer students. Transfer students must be delivered and picked up on time. **The school principal may revoke a transfer and return the student to the home school if there are excessive absences, tardies, or occasions when the student is picked up late, if the student violates disciplinary rules at the new school, or if there is a lack of parental cooperation.**
5. Currently enrolled students may submit requests to transfer for the following school year at any time. However, elementary transfer requests will not be processed until 10 days before school begins in order for the District to have the most accurate pupil/teacher ratio counts possible. Elementary transfer requests will not be approved if the transfer would cause the receiving campus to be out of compliance with the state mandated 22/1 pupil teacher ratio. Secondary transfers will be processed in time for students to be eligible for extra-curricular tryouts. Unless there are extenuating circumstances, transfers are not granted during semesters for currently enrolled students.
6. Transfer students are subject to the University Interscholastic League (UIL) rules and local District guidelines. A student may not transfer to Lewisville ISD for the primary purpose of participation in extracurricular activities. Detailed eligibility guidelines are available and should be investigated fully. A student who participates in extracurricular activities must clearly indicate the intent to participate and the history of schools attended to assist in the determination of eligibility. **Transfer students in grades 6-8 may participate in all activities.**
Athletics: In most cases transfer students in grades 9-12 can expect to be ineligible to participate in varsity level competitive athletics for a period of one year from the first date of attending the new campus. See Board Policy FDB (LOCAL). Transfer students who elect at a later time to reverse their transfer and return to the home campus will be ineligible for a period of one year from the date of first attending classes at the home school. A transfer form must be approved to return to the home school.
7. The transfer process is **NOT** applicable to students **PLACED** on a particular campus to receive special education or other District educational services.
8. Transfer applications will be approved or denied by Student Services. Parents will be notified in writing of the approval or denial of the transfer request. Parents will also be notified in writing of the appeal process for denied transfers.