

REQUEST FOR STUDENT TRANSFER
2019 - 2020 School Year

Student's Name: _____ ECISD Student ID: _____

Date of Birth: _____ Grade for 2019-20: _____ Gender: Male / Female

Assigned ECISD Campus: _____ **Requested** ECISD Campus?: _____

Last or Current Campus: _____ City, State _____

Does your child participate in a special program? (Special Ed, Bilingual, GT) _____

Has the student ever had a transfer revoked? YES / NO

PARENT INFORMATION:

Name: _____

Residence Address: _____ City, State & Zip _____

Mailing address, if different from above: _____

Contact #: _____ Email: _____

I am the student's (circle one): Parent / Guardian

If guardian, does the District have a Non-Parent Guardianship on file? YES / NO

Are you a full time employee of ECISD? YES / NO

If Yes: Your Location: _____ Employee #: _____

REASON FOR TRANSFER REQUEST:

The District may revoke an approved transfer for the reasons listed below. Please initial indicating you have read and understand these reasons.

Parent initials Student initials (grades 3 to 12)

- 1. Use of false information to obtain the transfer.
- 2. Lack of parent support/cooperation with school staff
- 3. Persistent student misconduct.
- 4. Dropping the 'unique course' you were approved to take. *(Ector & OHS transfers only)*
- 5. Unsatisfactory academic progress.
- 6. Excessive tardiness. *(Exceeds 10 tardies)*
- 7. Irregular attendance. *(Exceeds 10 unexcused absences)*
- 8. Failure by the parent to pick up the student at dismissal time. *(10 early/late pick-ups)*
- 9. Campus at or above building capacity.
- 10. Withdrawing student will automatically revoke transfer.
- 11. Any violation of ECISD Policy.

ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
Office of Student Admissions & Transfers
802 North Sam Houston * Odessa, Texas 79761 * 432-456-8890

Please **NOTE** the following:

- Transportation is **not** provided to students on a transfer unless otherwise stated on this application.
- The middle school you attend is based on your address, not the elementary you attend. Likewise, the high school you attend is based on your address, not the middle school you attend.
- Parents and students should access all available campus interventions before requesting a transfer. Discipline and personnel issues are to be resolved at the campus level.
- Any student who plans to participate in UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) events should check the rules set forth by the UIL concerning eligibility requirements for transfer students. A copy of the Constitution and Contest Rules of the University Interscholastic League is available on-line at www.uiltexas.org.
- If a transfer is revoked, student will lose the privilege of requesting additional transfers in the future.
- District may close transfers at any time during the school year due to high enrollment, lack of space, staffing capacity, and testing dates in an effort to minimize disruption to the education setting.

By signing below, I acknowledge my understanding of the following conditions for this application:

- THE DEADLINE FOR RECEIPT OF THIS APPLICATION IS February 28, 2019
- Failure to complete and return all requested information may cause this application to be rejected.
- Failure to respond to an offer of acceptance by the specified deadline will be interpreted as a parent/guardian decline of transfer.
- Applications DO NOT guarantee an approved transfer.
- All approved transfers are valid beginning August of 2019.
- **Current proof of address must be attached to the completed application. Proof of residency may be a recent (*within 30 days*) utility bill – gas, electric, or water OR mortgage statement OR current lease agreement.**
- Applications may be submitted via email / mail / in person. Receipt of application cannot be guaranteed unless it is personally delivered.

I understand that presenting false information or false records for identification is a criminal offense under Texas Penal Code 37.10. I further understand that in addition to the criminal penalty, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the bases of false information, under Texas Education Code 25.001(h).

Parent / Guardian Signature

Date