

**EAST BERNARD INDEPENDENT SCHOOL DISTRICT
TRANSFER PROCEDURES
2018-2019**

GENERAL INFORMATION:

The Superintendent and School Board of East Bernard Independent School District have adopted the following administrative guidelines regarding inter-district transfers. These procedures are intended to implement an application, procedures and specified reasonable criteria for the approval, disapproval, and revocation of inter-district transfers.

Transfers are accomplished by agreement between parent/guardian of the student and East Bernard Independent School District. A non-resident may seek transfer into the school district with the appropriate paperwork as well as compliance with all of the below-mentioned criteria. Potential transfer students in families are considered individually. Preliminary paperwork and instructions may be obtained from our website: www.ebisd.org. All preliminary paperwork must be gathered and submitted by the parents and given to the Transfer Committee, which will accept applications *once yearly* from **April 2 to June 14** for the next school year. **Applications will not be accepted before April 2nd. Any applications turned in prior to the April 2nd due date will be returned.** Failure to submit an application during this time frame, submission without the appropriate materials, or submission of materials that have been altered or withheld are subject to immediate denial. **Applications need to be submitted to Kimberly Sulak, the high school counselor. Applications are time stamped and dated. This could be considered if a large number of transfer applications are received.** Students that are withdrawn from EBISD prior to the end of the current school year may or may not be considered for readmission based on the reasons for withdrawal. **Applicants must re-apply each year.** The Transfer Committee will contact the parents with further instructions to proceed or with a reason for denial. The Transfer Committee's decision is final, but an appeal may be submitted to the campus principal for consideration. The local board gives the Transfer Committee the authority to accept or reject any transfer application, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language. East Bernard Independent School District reserves the right to limit or restrict out-of-district transfers to any campus.

Accepted transfers are welcome as full-fledged members of the East Bernard ISD community as long as there is space, personnel, and resources for them in addition to the resident students and as long as they maintain the required academic and disciplinary agreements as provided in the guidelines. Parents/guardians encumber the responsibility of all transportation to and from the district, and habitual tardiness before and/or after school will not be tolerated. Transfer students must have been in East Bernard High School for a minimum of three full years in order to be considered for Valedictorian/Salutatorian honors.

PROCEDURE LEVEL I:

- 1) The parent must write a short letter explaining positive reasons why the potential transfer to EBISD is desired. Please avoid any negative comments or comparisons to the home district.
- 2) From your home district - Please provide **ONLY** the required documentation below:
 - One full year of attendance records
 - One full year of disciplinary reports or Principal's letter stating: no discipline issues
 - One full year of report cards
 - ALL EOC and/or STAAR scores from 3rd grade to current grade
 - Documentation for any special programs (ex. Special Education, 504, etc.)
 - If in high school, a current transcript/high school credits earned in junior high
 - Response to Intervention (RTI) for all grades
 - TPRI or equivalent state reading inventory results for K-2
- 3) Application (First come, first served: All required Level I documents received in the high school counselor's office)
- 4) \$300 processing fee is required per student. The fee will be refunded if the application is denied. The amount is subject to change upon EBISD's discretion and is non-refundable after the first day of school.

NOTE: Tests from Texas Tech are required for appropriate grade placement and to obtain credit for courses when

transferring from a school other than an accredited public or private school. Testing costs are the responsibility of the applicant. Please contact Kimberly Sulak (kimberly.sulak@ebisd.org) PRIOR to ordering tests.

After documentation for Level I has been secured, the Transfer Committee will send written notification of acceptance/denial prior to the parents' progression to Level II. If it has been proven that an applicant has willfully committed any form of deception against EBISD the applicant will be permanently barred from applying for transfer admission into the district.

LEVEL II:

The Transfer Committee may accept/deny student entry upon the following criteria:

- 1) Student must have passed all state-mandated tests on the primary administration
- 2) Student must have maintained an 80 Final Average per core course (English, Math, Science, Social Studies, Reading/Language Arts)
- 3) Student must NOT have had ISS, suspension, alternative school or other notable discipline issues
- 4) Student must not have unexcused absences and must have at least 95% attendance
- 5) Transfer would surpass ideal student/teacher ratio
- 6) Transfer would warrant receiving school to hire staff to accommodate
- 7) Transfer would otherwise exceed budgetary restraints

NOTE: Transfer student enrollment status may be revoked at any time during the year if any of the aforementioned criteria falls below district expectations.

After the Transfer Committee has made a decision, the parents/students will receive written notification as to acceptance or denial of the request before proceeding to Level III.

LEVEL III:

If the student has been approved by the Transfer Committee to this point, the parent and student must schedule and participate in an interview with the Superintendent and/or campus principal before final acceptance. Furthermore, the parent must provide the following documents in addition to those already provided before final application is secured:

- 1) A copy of the child's birth certificate
- 2) A copy of current shot records
- 3) A copy of the social security card
- 4) A copy of the most current special education ARD and IEP's (if applicable), 504, or other special-program paperwork
- 5) A copy of the student's driver's license if applicable
- 6) The student and parent must read and sign the campus Student Code of Conduct acknowledgement form

PARENT'S/GUARDIAN'S/POTENTIAL TRANSFER STUDENT'S ACKNOWLEDGEMENT:

I have read and I understand the above-mentioned guidelines, procedures, and I am willing to provide all required documentation to complete the transfer application process for my student's admission as a transfer into EBISD.

Parent's signature

Printed name

Date

I have read all regulations and expectations of me as a potential transfer student into East Bernard Independent School District, and I am willing to abide by them as a student of EBISD.

Student's signature

Printed name

Date

**APPLICATION FOR TRANSFER 2018-2019
EAST BERNARD INDEPENDENT SCHOOL DISTRICT**

DATE OF APPLICATION:	
PROPOSED SCHOOL YEAR OF ENTRY:	
CHILD'S NAME:	
SEX:	____ MALE ____ FEMALE
CHILD'S SOCIAL SECURITY NUMER:	
CHILD'S BIRTHDATE:	
GRADE ATTENDING IN 2018-2019:	
SCHOOL(S) ATTENDING THIS YEAR:	
SCHOOL(S) ATTENDING LAST YEAR:	
PARENTS'/GUARDIANS' NAME:	
HOME ADDRESS AND MAILING ADDRESS:	
HOME PHONE NUMBER:	
PARENTS' CELL PHONE NUMBER:	
PARENTS' WORK PHONE NUMBER:	
PARENTS' EMAIL ADDRESS:	

List names and ages of current siblings: _____

NOTE: Applications will be processed on a first come, first serve basis. All required documentation must be submitted to the High School Counselor/Transfer Committee Chairperson, Kimberly Sulak, in her office or via mail at:

**East Bernard ISD
723 College St.
East Bernard, TX 77435
Attention: Kimberly Sulak**