

**Application for Transfer****FY 2023-2024****Authority for Data Collection:** Texas Education Code 21.061; Civil Action 5281, Section A**Planned Use of Data:** To complete the report required by Federal Court Order Civil Action 5281.**Instructions:** This form must be used for all student transfers, **within the State of Texas**, including hardship. Column instructions can be found on the reverse side of this form. The Superintendent of the receiving district must circle **approved** or **disapproved** and sign the transfer form. For further information, contact the Division of Equal Education Opportunity at (512) 463-9671.**Student Information**

| Name<br>Last, First, MI | Social Security #<br>/Identification # | Date of<br>Birth | Ethnic<br>Code | Current Attendance<br>Data<br>Student's Residence |          | District Student<br>Attended Prior<br>Year |  | Grade | Campus<br>Assigned in<br>Receiving<br>District |
|-------------------------|--|------------------|----------------|---|----------|--|--|-------|--|
|                         |  |                  |                | Co. Dist. #                                       | Campus # | Co. Dist. #                                |  |       | Campus #                                       |
|                         |  |                  |                |   |          |  |  |       |  |
|                         |  |                  |                |   |          |  |  |       |  |
|                         |  |                  |                |   |          |  |  |       |  |
|                         |  |                  |                |   |          |  |  |       |  |
|                         |  |                  |                |   |          |  |  |       |  |
|                         |  |                  |                |   |          |  |  |       |  |

**Parent Information****This section must be completed by parent or guardian:**I have been informed of the receiving district's policy concerning tuition charges, if any, for a transferred student whose grade is taught **in the student's district of residence**; and I accept responsibility for the payment of tuition.**Print Name (Parent's/Guardian's)** \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Mailing Address(if different) \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature (Parent/Guardian) \_\_\_\_\_

**Office Information****This section must be completed by the receiving district superintendent:**The above transfer(s) was ☐ approved ☐ disapproved on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

|   |      |                                  |           |
|---|------|----------------------------------|-----------|
| Receiving District Superintendent<br><b>Eric Holton</b> | Date | Telephone<br><b>979-596-2153</b> | Signature |
|---|------|----------------------------------|-----------|

Original retained at receiving district office for audit purposes.

**DO NOT MAIL TO THE TEXAS EDUCATION AGENCY.**

# INSTRUCTIONS FOR COMPLETING

## Application for Transfer Form

Form should be completed according to the column instructions listed below. This form should be completed by the receiving district office. For audit purposes the copy should be retained by the receiving district office. Use the Texas School Directory for county-district-and campus number.

### Column Instructions

**Student's Name**

Enter the student's name. (LAST, FIRST, INITIAL)

**Student's ID Number**

Enter the student's social security number/student identification number

**Student's Date of Birth**

Enter the student's date of birth

**Ethnic Code**

Enter the appropriate ethnic code using the following designations:

- (1) = American Indian or Alaskan native
- (2) = Asian or Pacific Islander
- (3) = African American
- (4) = Hispanic/Latino
- (5) = White

**Attendance Data (Current Year)**

Enter the current county-district number and the campus number for the student (current district of residence).

**County-District Number (Prior Year)**

Enter the county-district number for the student (*Prior* school year.)

**Grade**

Enter the grade to which the student will be assigned for the regular academic programs or special education programs during the next school year.

**Campus Number (Receiving District)**

Enter the campus number to which the student will be assigned in the receiving district during the next school year.