



## OUT OF DISTRICT TRANSFER REQUEST

Please fill out the application as thoroughly as possible and include all required documents. Failure to provide requested information can slow the review process.

Factors on the district's checklist for transfer students will be evaluated each subsequent year a transfer is requested (i.e. program availability, discipline history, and attendance, including tardies).

I understand that transportation to and from the requested school is my responsibility. I understand that I must work collaboratively with the LVISD Staff regarding my child. I understand that approval may be denied if there is insufficient space in the appropriate grade level or it would require the hiring of additional personnel. Also please remember, that though we try and accommodate family requests, acceptance of one student does not obligate the district to accept siblings.

The transfer may be revoked based on Board Policy FDA (Local), to the extent permitted by law.

Please submit the following required documents, along with a completed application.

**Mail to:**

Lago Vista ISD  
Out of District Transfer  
P.O. Box 4929  
Lago Vista, TX 78645

**Hand Deliver:**

LVISD Administration  
8039 Bar-K Ranch Rd  
Lago Vista, TX 78645

### Required Documents

1. Completed and signed application
2. Current school information: school name, phone number, principal
3. Most recent report card or transcript
4. Official documentation of satisfactory attendance and discipline
5. Special programs paperwork or official documentation from current school

Once all the required documents are delivered to the District Administration office, a campus principal will contact you to schedule an interview.



OUT OF DISTRICT TRANSFER REQUEST FORM
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(Transfer applications must be completely filled out with ALL accompanying required documents for review.)
In order to expedite the process, make sure each field is completed -use N/A if necessary

- LVISD Non- Resident
LVISD Employee Campus / Department employed?

STUDENT INFORMATION (Complete One Application Per Student)

Student's Name: Student's Gender: M F Date of Birth:
Student's Social Security Number: Transfer Requested Grade Level:
Reason for Transfer Request:
Based on home address, name of campus child would attend: District:
(Incomplete without the above information)

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: Email Address:
Physical Address: City: Zip:
Home Phone: Work Phone: Cell Phone:

Required Documents (must be attached with this application):

- 1. Current school information: school name, phone number, principal
2. Most recent report card or transcript
3. Official documentation of satisfactory attendance and discipline
4. Special programs documentation

Special Services currently receiving:

- None ESL Bilingual Speech
Career & Technology 504 Dyslexia
Special Ed. Other (Specify)

Siblings (list siblings, grade and campus they attend):

If you would like to include additional information please attach a separate letter of explanation to this form.

SIGNATURES

I understand that, if approved, the transfer is granted conditionally based on the following criteria: program availability, discipline history, and attendance (including tardies). The transfer may be revoked based on Board Policy FDA (Local), to the extent permitted by law. It is effective for one school year only and application must be made each year. I understand that transportation to and from the requested school is my responsibility. I understand that I must work collaboratively with the LVISD Staff regarding my child. I understand that approval may be denied if there is insufficient space in the appropriate grade level or it would require the hiring of additional personnel. I understand that falsification of information is a Class A Misdemeanor, which can lead to legal action and will result in revocation of the transfer. I have read and understand the District policy on out-of-district transfers. I agree to abide by all rules and regulations set forth in this policy.

Parent / Guardian Signature Date

Form area for signatures and approvals including fields for Date rcvd, Principal Signature, Date, Date Parent/Guardian Notified, Superintendent's Signature, Date, and checkboxes for Approved and Denied (reason #).

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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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<b>Authority</b>	<p>The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.</p> <p>A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.</p>
<b>Availability</b>	<p>The Superintendent or designee may grant a student's transfer based on availability. Availability shall be defined as the ability to accommodate additional students without adversely affecting staffing, class size, instructional delivery, facility space, the overall budget, and the best interests of the District.</p>
<b>Nonresident Students</b>	<p>A nonresident student who is over the age of five years of age and younger than 18 years of age and who wishes to transfer to the District shall file an application for transfer with the Superintendent or designee.</p>
<b>Transfer Requests</b>	<p>A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee by the application deadline established annually by the District. Transfers shall be granted for one regular school year at a time.</p>
Factors	<p>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff. Attendance and disciplinary history shall be considered for transfer approval.</p>
Transfer Agreements	<p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District.</p> <p>In accordance with the District's innovation plan, the District is exempt from state law requiring transfers to be for a one-year period. Therefore, violation of the terms of the agreement may result in revocation of the agreement during the school year or may result in a transfer request not being approved the following year.</p>
<b>Tuition</b>	<p>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</p>
Waivers	<p>The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]</p>
Nonpayment	<p>The District may initiate withdrawal of students whose tuition payments are delinquent.</p>

**Transportation**

The District shall accept no responsibility for transportation of students transferring into the District.

**Revocation of Transfers**

The Superintendent or designee shall have the authority to revoke transfers under the provisions of this policy; a formal hearing shall not be required.

The Superintendent or designee may revoke a transfer if:

1. The student or parent does not comply with District or campus policies, rules, or regulations, including, but not limited to, the Student Code of Conduct;
2. The student or parent has provided falsified information;
3. The student's attendance drops below 90 percent;
4. Class size exceeds state guidelines;
5. Facilities become overcrowded; or
6. The education of District students is negatively impacted.

Written notification of any transfer revocation shall be sent to the parent or legal guardian of the student whose transfer is being revoked, as well as to the student's school district of residence.

**Appeals**

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

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<sup>1</sup> Innovation Plan:

[http://www.lagovistaisd.net/page/business.required\\_postings](http://www.lagovistaisd.net/page/business.required_postings)