



June 1, 2016

Parent or Guardian,

RE: VISD Open Enrollment for 2016-2017

VISD would like to welcome you and thank you for your interest in our district. To get things started we will need several documents from your child's previous district. Please review the check list attached and submit all forms. If your child was enrolled in Vidor in the previous year, we will need current grades, attendance, discipline, STAAR and Special Program needs. All completed packets must be returned to the Superintendent's office as soon as possible.

If you have any question please feel free to contact me at 409-951-8724.

Thank you,

Rene' Wheat
Superintendent's Secretary



Student Transfer Application Checklist

All documents must be completed and received in order for application to be considered.
It is the parent or guardian's responsibility to include required documents with the application.

1. Copy of Birth Certificate
2. Copy of Shot Record
3. Attendance Records from Prior and Current School Year
4. Report Card Records from Prior and Current School Year
5. Copy of STAAR scores for the Past 2 Years
6. Discipline Records from the Prior School District
7. Special Programs from Prior School District (applicable)

*All listed items must be completed and turned into the Superintendent's office.

Student Transfer Procedures

All criteria must be completed in order for the application to be considered.

1. Parents need to complete application and return all required information the Superintendent's Office.
2. Applications will be processed and a determination will be made according to District Policy FDA (Local).
3. Parent will be notified if student does not meet criteria.
4. If student meets criteria, the appropriate campus principal will be notified and determine availability.
5. If space/instructional staff are not available, the student will be placed on a campus waiting list and parent will be notified.
6. If student meets criteria and space/instructional staff is available, parent will be notified and the student will be allowed to enroll into the district for that current school year as per policy FDA (Local).

*Due to campus population (space/instructional staff availability), all transfers will be determined on an individual basis; not by family unit.



**Non Resident Student Transfer Application
Office of the Superintendent**

The completion of this application serves only as a request for transfer. Vidor ISD will determine whether the transfer request is granted. A transfer request is not approved or granted until the Non-Resident Student Transfer Agreement is signed by the Superintendent or Superintendent Designee. All student transfer decisions are considered on an individual basis, consistent with Vidor ISD policy FDA (local), and without regard to sex, race, national origin, religion, disability, or ancestral language.

This section must be completed by a parent or guardian:

Student Name: _____ Ethnicity: _____ Grade: _____

Current District and Campus of Attendance: _____ ISD – Campus _____

Parent Name: _____

Street Address: _____

City, State, Zip Code: _____

Circle any special services being provided at the current school: Special Ed. | 504 | GT | ESL | Bilingual
Other: _____

Note to Parent/Guardian/Students

- Refer to Policy FDA (local) for more information related to non-resident student transfers to Vidor Independent School District.
- If granted, each transfer is valid for a period of one school year only, and is subject to revocation during the school years as outlined in District policy FDA (local) and the Non-Resident Student Transfer Agreement.
- Approval of a transfer request for the current year does not imply or guarantee that a transfer request will be approved the following year. The parent/guardian must re-apply for a transfer each school year.
- Vidor ISD does not provide transportation to or from school for transfer students.
- By signing below, I authorize VISD to analyze education records of my child's attendance, grades, state assessments and conduct for the school district listed above.
- In return for the District permitting my student to transfer into a District school, I expressly waive and release any claim that I may have that the District cannot revoke a transfer, and/or that the transfer of my student must be for a period of one year.
- By my signature below, I expressly confirm that I agree with and accept all of the reasons for a transfer agreement, and further agree that this agreement can be revoked for any of those reasons before the end of the school year for which the transfer is approved.

Signature of Parent or Guardian

Date

**Texas Education Agency
Application for Out of District Transfer
2016-2017**

Authority for Data Collection: Texas Education Code 21.061 061: 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 hardships.
 The Superintendent of the receiving district must circle approve or disapproved and sign the transfer form.
 For further information, contact the Division of Accreditation at (512) 463-9671.

Student's Name	Student's Social Sec. #	VISD last year? Yes or No	Current Residence District	District Student Attended Last Year (2015-2016)	Grade Level (2016-2017)	VISD Campus Assigned for 2016-2017

This section must be completed by parent or guardian: PLEASE PRINT

Parent/Guardian Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Additional Contact Number: _____

Signature: _____ Date: _____

This section must be complete by the receiving district's Superintendent:

The above transfer (s) was APPROVED / DISAPPROVED on this _____ day of _____ 2016.

Name of Receiving District Superintendent	Date Received	Telephone Number	Signature Of Superintendent
Dr. Jay Killgo		409-951-8724	



Vidor ISD Open Enrollment

Please take a moment to let us know how you heard about Vidor Independent School District's Open Enrollment.

___ Radio

___ Television

___ Facebook

___ Vidor ISD Website

___ Billboard

___ Word of Mouth

Your Name: _____

Student's Name: _____

Thank You for your time!

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

AUTHORITY

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.

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.

TRANSFER
REQUESTS

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee by May 1 of the year prior to the school year for which the transfer is requested. Transfers shall be granted for one regular school year at a time.

Any other transfer requests shall be considered by the Superintendent on a case-by-case basis. The District shall not accept as a transfer a student who has been expelled from another school or district.

Students who enroll in the District after having been assigned to a disciplinary alternative education placement setting by another school or district shall be placed in a comparable setting for the duration of that assignment.

FACTORS

Initial decisions concerning transfer requests and the status of transfers shall be made by the principal of the receiving campus based on the District's research of the student's enrollment status, attendance, and discipline records in the previous district.

When considering the approval of a transfer request, the following nonexclusive list of criteria shall be considered:

1. Whether admission of the student would cause overcrowding of classes or require the District to add personnel, programs, or buildings;
2. The student's academic and/or conduct record;
3. The student's attendance record;
4. The student's enrollment status; and
5. Cooperation by the student's parents.

TRANSFER
AGREEMENTS

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

TUITION

The Board shall establish tuition fees, as appropriate for nonresident overage and underage students attending District schools and for other programs the District offers beyond the required instruc-

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

tion. Tuition may be prorated for students entering after the beginning of the semester. Tuition may be refunded on a prorata basis for a transfer student who subsequently withdraws.

WAIVERS

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]

NONPAYMENT

The District may initiate withdrawal of students whose tuition payments are delinquent.

TRANSPORTATION

The District's shall not provide transportation for regular education transfer students.

A special education transfer student shall be transported as determined by the ARD committee's decision.

APPEALS

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