Pasadena Independent School District
2019-2020
OUT-OF-DISTRICT TRANSFER APPLICATION

Thank you for your interest in enrolling your child in Pasadena ISD through the Limited Open Enrollment program. Because the application process can take 7-10 days to complete, it is imperative that your child remains enrolled at their current school until you receive confirmation that the transfer is approved.

When turning in your application, you must bring your child’s 2018-19 school records (August 2018 – Present). Applications will not be processed until all records are turned in to Student Services. Required documents include:

1. Completed Transfer Application
2. Report Card/Grade Report
3. Attendance Report
4. Discipline Report
   If your child had no discipline issues, please ask their school to give you something in writing, on school letterhead, that states no discipline issues.
5. Most recent ARD document (Only applicable if student receives Special Education Services)
6. If applying under the grandparent clause, the grandparent’s address determines the school the student is eligible to attend. THE PARENT MUST ENROLL THE CHILD. Both the parent and grandparent must provide two proofs of residence with the application.

Applications should be turned in to PISD Administration Building located at:

   Student Services
   1515 Cherrybrook Ln
   Pasadena, TX 77502
# OUT-OF-DISTRICT TRANSFER APPLICATION

**NOTE TO PARENTS:** Do not withdraw your child from their current school until you receive confirmation that the transfer is approved. Please allow 7-10 days for processing.

<table>
<thead>
<tr>
<th>Printed Student Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender Male</td>
<td>Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested PISD Campus</th>
<th>Student’s 2019-2020 Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Zoned District (where home is located)</td>
<td>Student’s Zoned Campus (where home is located)</td>
</tr>
<tr>
<td>District Student Last Attended</td>
<td>Campus Student Last Attended</td>
</tr>
</tbody>
</table>

**Printed Parent/Guardian’s Information**

First Name: ___________________ Last Name: ___________________

Relationship to Student: ___________________

Street Address: ___________________

City, State, Zip Code: ___________________

Home Phone: ___________________ Cell Phone: ___________________

Reason for Transfer: ___________________

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**GRANDPARENT CLAUSE:** If enrolling under the Grandparent Clause, the grandparent’s address determines the school the student is eligible to attend. The parent must complete the transfer application in Student Services and enroll the child at the campus. Both the parent and grandparent must provide two proofs of residence with this application.

_____ Parent’s initials (only if enrolling under the Grandparent Clause)

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**Please read the following sections carefully.**

**DAEP ASSIGNMENT**

My child was enrolled, attended or was assigned to a disciplinary alternative education program (DAEP) during the most recent school year and/or previous school year.

☐ Yes  ☐ No

If you answered yes, please describe the behavior that resulted in assignment to a DAEP.
SPECIAL SERVICES

My child received the following services at his/her most recent school and/or the previous school year.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bilingual</td>
<td></td>
</tr>
<tr>
<td>English as a Second Language Program</td>
<td></td>
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<tr>
<td>Dyslexia Program</td>
<td></td>
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<tr>
<td>Gifted/Talented Program</td>
<td></td>
</tr>
<tr>
<td>Prekindergarten</td>
<td></td>
</tr>
<tr>
<td>Section 504 Placement</td>
<td></td>
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<tr>
<td>RTI Behavior</td>
<td></td>
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</tbody>
</table>

Special Education

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td></td>
</tr>
<tr>
<td>Behavior</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

If you answered YES to any of the above Special Education services, please describe.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

IF YOUR CHILD RECEIVED SPECIAL EDUCATION SERVICES, ATTACH A COPY OF THE MOST RECENT ARD DOCUMENT.

If you checked YES for the services above, please complete the following, and provide school records describing the nature of the services received in the most recent school year and in the previous school year.

Current School or District: ____________________________________________

Address: __________________________________________________________

City, State, Zip Code: ______________________________________________

Contact Person: ____________________________________________________

Applications should be turned in to Student Services in the PISD Administration Building, located at 1515 Cherrybrook Lane, Pasadena, TX 77502
A transfer that would limit the educational opportunities of resident students shall not be approved.

The Superintendent has the authority to accept or reject any transfer request, provided that such action is without regard to race, religion, color, sex, disability, or national origin.

Transportation shall not be provided for out-of-district transfer students.

**REVOCATION** The Superintendent has the authority to revoke out-of-district transfers as provided in the transfer agreement. Students who transfer into the District shall follow all rules and regulations of the District, including, but not limited to, District policies and regulations, the Student Code of Conduct, and attendance requirements. Failure to fulfill any of these responsibilities may result in the revocation of the transfer agreement.

**Please Initial the following:**

1. I have included a copy of my child’s report card, attendance record, discipline report, and ARD document (if applicable) for the previous school year.

2. I understand that, if approved, this request is granted conditionally on student behavior. This transfer can be revoked at any time including, but not limited to, during the school year, if my student engages in serious or persistent misbehavior that violates the Pasadena ISD Student Code of Conduct.

3. I understand that, if approved, this request is granted conditionally on attendance, including tardies. This transfer can be revoked at any time including, but not limited to, during the school year, if my student is truant, accumulates more than 10 absences and/or excessive tardies.

4. I understand that transportation to and from the assigned school is my responsibility and my child CANNOT ride the bus.

5. I understand that I must apply annually for an out-of-district transfer for my child during the Open Enrollment Transfer period. Failure to do so will prevent my child from attending a Pasadena ISD school.

6. I understand that falsification of information is a Class A Misdemeanor, which can lead to legal action and will lead to revocation of this agreement.

7. I have received a copy of the UIL eligibility limitations regulating high school varsity athletics, academic competition, and music competition for nonresident transfers.

8. Once the student is enrolled in Pasadena ISD, I understand that Pasadena ISD must request records from my child’s previous school. This transfer may be revoked if the records received contradict the information I provided with this application.

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**Parent/Guardian Signature**  
**Date**

**Pasadena ISD employees must provide the following information.**

**Lawson ID #**  
**Work Location**  
**Job Title**

**GRANDPARENT CLAUSE:**  
i am the grandparent of the student. I do provide substantial care for the student before and/or after school.

**Grandparent's Signature**  
**Date**

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**FOR DISTRICT USE ONLY**

**Principal Signature**  
**Date**

**Superintendent Signature**  
**Date**

**Student ID #**  
**APPROVED**  
**DENIED**

**APPROVED**  
**DENIED**

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