

INTERDISTRICT TRANSFER PROCEDURES

GENERAL INFORMATION:

Pursuant to the authority granted to him in Board Policy FDA (LOCAL), the Superintendent of Rocksprings Independent School District has established the following administrative guidelines regarding interdistrict transfers. These guidelines are intended to implement an application process, as well as procedures and specified reasonable criteria for the approval, disapproval, and revocation of interdistrict transfers.

Transfers are accomplished by agreement between parent/guardian of the student and Rocksprings Independent School District, which will be signed on acceptance of the transfer. 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: <http://www.rockspringsisd.net/>. All paperwork must be gathered by the parents and submitted to the Transfer Committee. The submission address is Rocksprings ISD, c/o Brian McCraw, N Hwy 377, Rocksprings, TX 78880. Failure to submit an application during the appropriate time, submission without the appropriate materials, or submission of materials that have been altered or withheld are subject to denial. In addition, if the Transfer Committee determines that an applicant has willfully committed any form of deception against Rocksprings ISD, the applicant will be permanently barred from applying for transfer admission into the district.

Students that are withdrawn from Rocksprings ISD prior to the end of the current school year may or may not be considered for readmission, depending on the reasons for withdrawal.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 for that school year, but an appeal may be submitted to the campus principal for consideration in accordance with Board Policy FNG (LOCAL). The local board gives the Superintendent 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. Rocksprings ISD reserves the right to limit or restrict interdistrict transfers to any campus.

Accepted transfers are welcomed as full-fledged members of the Rocksprings 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 are responsible for all transportation to and from the district, and habitual tardiness before and/or after school will not be tolerated. Transfer students must have been full-time students in Rocksprings High School for four consecutive semesters beginning the student's junior year to be considered for Valedictorian/Salutatorian honors, in accordance with Board Policy EIC (LOCAL). The following procedure for handling transfer applications will be followed.

PROCEDURE: LEVEL I:

- 1) The parent must write a short letter explaining positive reasons why the potential transfer to Rocksprings ISD is desired. Please avoid any negative comments or comparisons to the home district.
- 2) From your home district(or your current school district) Brian, you must provide:
 - One full year of attendance record;
 - One full year of disciplinary reports or Principal's letter stating: no discipline issues;
 - One full year of report cards;
 - Documentation for standardized testing for each year dating back to student's fourth grade year.
 - 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), if any, for all grades; and

TPRI or equivalent state reading inventory results for K-3.

3) Application

NOTE: Grade-level placements and transfer of credit are determined in accordance with Board Policy FD (LOCAL). 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 [Brian McCraw at Brian.McCraw@rockspringsisd.net]] 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.

LEVEL II:

If all documentation required at Level I is received, the Transfer Committee will review the information and 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 a 3.0 Grade Point Average per core course (English, Math, Science, Social Studies)
- 3) Student must NOT have had ISS, suspension, disciplinary alternative education program placement, or other notable discipline situations.
- 4) Student must have NO unexcused absences and must have at least 90% attendance.
- 5) Whether the transfer would increase the student/teacher ratio in the receiving school.
- 6) Whether the transfer would require Rocksprings ISD to hire staff to accommodate.
- 7) Whether the transfer would otherwise exceed budgetary constraints.
- 8) Parents must comply with all school rules and cooperate appropriately with Teachers and Administration.

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

After the Transfer Committee has made a decision at Level II, 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 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; and
- 6) A campus Student Code of Conduct acknowledgement form signed by the student and parent have read the document.

Following the interview, the Transfer Committee will inform the parent/guardian of the final decision.

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 RISD.

Parent's signature

Printed name

Date

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

Student's signature

Printed name

Date