

TRANSFER PROCEDURES

Application Deadline July 1, 2019

GENERAL INFORMATION:

The Superintendent of Sonora Independent School District has established the following administrative guidelines regarding inter-district transfers. These procedures are intended to implement an application, procedures and specified reasonable criteria for the approval, disapproval, and revocation of inter-district transfers.

Transfers are accomplished by agreement between parent/guardian of the student and Sonora Independent School District. 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: www.sonoraisd.net. All preliminary paperwork must be gathered and submitted by the parents and given to the Transfer Committee, which will accept applications. The submission address is Sonora ISD, Ross Aschenbeck, 807 South Concho, Sonora, TX 76950. Failure to submit an application during appropriate time, submission without the appropriate materials, or submission of materials that have been altered or withheld are subject to immediate denial. Students that are withdrawn from SISD prior to the end of the current school year may or may not be considered for readmission based on the reasons for withdrawal.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. 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. Sonora Independent School District reserves the right to limit or restrict out-of-district transfers to any campus.

Accepted transfers are welcome as full-fledged members of the Sonora 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 encumber the responsibility of all transportation to and from the district, and habitual tardiness before and/or after school will not be tolerated. Transfer students must have been in Sonora High School for a minimum of three full years in order to be considered for Valedictorian/Salutatorian honors.

PROCEDURE: LEVEL I:

- 1) The parent must write a short letter explaining positive reasons why the potential transfer to SISD is desired. Please avoid any negative comments or comparisons to the home district.
- 2) From your home district, 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 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) for all grades
 - TPRI or equivalent state reading inventory results for K-3
- 3) Application

NOTE: 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 Kay Friess (kay.friess@sonoraisd.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. If it has been proven that an applicant has willfully committed any form of deception against SISD the applicant will be permanently barred from applying for transfer admission into the district.

LEVEL II:

The Transfer Committee 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, alternative school or other notable discipline situations.
- 4) Student must have NO unexcused absences and must have at least 90% attendance.
- 5) Transfer would increase the student/teacher ratio in the receiving school.
- 6) Transfer would warrant SISD to hire staff to accommodate.
- 7) Transfer would otherwise exceed budgetary restraints.
- 8) Parents must comply with all school rules and cooperate appropriately with teachers and administration.

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

After the Transfer Committee has made a decision, 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
- 6) The student and parent must read and sign the campus Student Code of Conduct acknowledgement form

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 SISD.

Parent's signature

Printed name

Date

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

Student's signature

Printed name

Date

**APPLICATION FOR TRANSFER 2019-2020
SONORA INDEPENDENT SCHOOL DISTRICT**

DATE OF APPLICATION:	
PROPOSED SCHOOL YEAR OF ENTRY:	
CHILD'S NAME:	
SEX:	____ MALE ____ FEMALE
CHILD'S SOCIAL SECURITY NUMBER:	
CHILD'S BIRTHDATE:	
GRADE ATTENDING:	
SCHOOL(S) ATTENDING THIS YEAR:	
SCHOOL(S) ATTENDING LAST YEAR:	
PARENTS'/GUARDIANS' NAME:	
HOME ADDRESS AND MAILING ADDRESS:	
HOME PHONE NUMBER:	
PARENTS' CELL PHONE NUMBER:	
PARENTS' WORK PHONE NUMBER:	
PARENTS' EMAIL ADDRESS:	