EDNA ISD

Student Transfer Information and Procedural Checklist

Attached is a copy of Edna ISD's Student Transfer Policy, FDA (Local) for your review. Pertinent information is contained within this policy and we highly recommend that you read it in its entirety and ask for clarification if needed. Transfer procedures are outlined below. The parent / guardian / adult student must complete and/or provide the following and then schedule a meeting with the campus principal to review the information.

****All requested information must be completed before the application will be considered.***

_____ Transfer Student Information / Request Sheet

_____ Previous year's report card

_____ Previous year's assessment results (i.e., STAAR, TAKS, ITBS, etc.)

_____ Previous year's attendance report from the school

_____ Previous year's discipline report from the school (i.e., a discipline print out and/or a letter from the previous administrator on school letterhead with an original signature stating the number of referrals with their incident codes and a brief description of the behavior).

Campus Administrator's recommendation regarding the transfer request:

Student Name: _____

_____ I recommend the transfer of the above named student to Edna ISD.

_____ I do not recommend the transfer of the above named student to Edna ISD.

Comments: _____

_____ _____

Campus Principal Date

Superintendent's action:

_____ I approve the transfer request of the above named student for the _____ school year.

_____ I do not approve the transfer request of the above named student for the _____ school year.

Comments: _____

_____ _____

Superintendent Date

ADMISSIONS FDA
INTERDISTRICT TRANSFERS (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 the school year shall be permitted to continue in attendance for the remainder of the school year.
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. Transfers shall be granted for one regular school year at a time.
FACTORS	In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.
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	If the District charges tuition, the amount shall be set by the Board, within statutory limits.
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.
APPEALS	Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

EDNA ISD

Transfer Student Information / Request Sheet (Updated 5/2026)

Student Name _____

Student's Social Security _____ **Birth Date** _____/_____/_____

Grade Level for Upcoming Year _____ **Ethnicity Code**_____ **(***see back for codes***)**

Parent / Guardian Name _____

Address _____

_____

Telephone number _____ **District of Residence**_____

***Previous School District Information*:**

District _____

School _____

School mailing address _____

_____

School telephone number _____

Campus principal _____

School counselor _____

Reason for transfer request: _____

_____

_____

_____

_____

Exemption / Hardship Code_____ **(***see back for codes***)**

I have reviewed the Student Transfer Information / Request Sheet, the Student Transfer Information and Procedural Checklist and I understand the EISD Policy FDA Local. I affirm that the information I have provided in this application is true and correct.

_____ _____

Signature **date**

EDNA ISD

Ethnic Codes

(1) American Indian or Alaskan Native
(2) Asian or Pacific Islander
(3) Black, not Hispanic
(4) Hispanic
(5) White, not Hispanic

Hardship Codes:

A. Student taking academic courses needed for graduation and not offered in the district of residence.

B. Graduating senior who has attended the receiving district for at least the two previous years.

C. Student with two working parents, or whose sole parent works (in a single-parent home), and no childcare facility is located in the sending district. Only children less than ten years of age will be considered as needing childcare unless it can be demonstrated that a child suffers a handicap which renders him or her incapable of self-care.

D. Student whose health or safety is involved.

E. Student whose parent/guardian is employed by the receiving district and currently contributes to the Texas Teacher Retirement System.

F. Student whose home is more than 20 miles closer to the receiving school than the school of residence (Is there a 20 mile difference between the distances from the student's home to each of the two schools involved?).

G. Student transferring to a regional day school for the deaf. (CA 5281)

H. Special education student from district where the special education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to Agency guidelines by the receiving district. (CA 5281)

I. Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 25.039)

J. Student does not qualify for any of the preceding exemptions/hardships.