



OUT-OF-DISTRICT TRANSFER REQUESTS

Out-of-district transfers may be possible on a space available basis. They require the approval of the campus principal initial approval and the final approval of the San Diego I.S.D. Superintendent.

Number of Schools Eligible for Transfers

All district campuses

Grade Levels Served

Pre-kindergarten through grade 12

The following documents must be submitted with the admission application:

- ❖ Completed Application for Transfer
- ❖ Conditions of Transfer Acceptance Form
- ❖ Texas Education Agency Transform Form
- ❖ Transcripts (grades 10-12)
- ❖ Current report cards (grades 1-12)
- ❖ Current test scores (grades 3-11; STAAR/EOC)
- ❖ Attendance records
- ❖ Discipline records
- ❖ Immunization records

Admission applications submitted without this information will not be accepted.

Criteria considered for approval or denial for the admission application by the District is as follows:

- ❖ Student academic records and test information
- ❖ Discipline records (If there is no discipline record, a letter from the school district will be required.)
- ❖ Attendance information
- ❖ Verification of good standing
- ❖ Results of parent and student interviews

Selection Process

1. Transfer application submitted to the campus principal with all required documents.
2. Acceptance rubric will be completed by the campus principal to determine eligibility.
3. Campus principal approves or denies Out-of-District request (principal's signature required)
4. District Superintendent approves or denies Out-of-District request (superintendent's signature required)
5. Parent/Guardian notified by phone.

Admission application requests shall not be granted to any student whose records indicate any of the following during the previous year:

- ❖ Was placed in an Alternative Placement Center during the previous or current school year
- ❖ Was expelled for any reason
- ❖ Pending criminal charges
- ❖ Accumulated excessive unexcused absences (No less than 90%)
- ❖ Did not have a passing grade in core subjects (RLA, Mathematics, Science, Social Studies)
- ❖ Pk-2nd Grade - Less than proficient on the campus readiness assessment
- ❖ 3rd-12th Grade - Below approaches level on STAAR scores
- ❖ On probation, on conditional release, or been convicted of a criminal offense

Acceptance Timeline

Transfer applications will only be accepted up to the 4th six weeks grading period. No transfer applications will be accepted during the 5th and 6th six weeks. The district will begin taking transfer applications during the first week of June.

Transportation

San Diego ISD does not provide transportation to transfer students. Students are responsible for their own transportation to and from school.

Rubric to Determine Eligibility (For Office Use Only)

Criteria	Below	Minimum	Midpoint	Maximum	Total
Completed Application	Incomplete 0 points			Complete 10 points	
Attendance	Below 85% 0 points	85% 5 points	90% 8 points	95% 10 points	
Discipline	3 or more 0 points	2 referrals 5 points	1 referral 8 points	No Record 10 points	
Grades (Avg Core Content)	0 - 69 0 points	70 - 79 5 points	80 - 89 8 points	90-100 10 points	
3-12 RLA STAAR	Did not Meet 0 points	Approaches 5 points	Meets 8 points	Masters 10 points	
3-12 Math STAAR	Did not Meet 0 points	Approaches 5 points	Meets 8 points	Masters 10 points	
PK - 2 RLA Assessments	Tier 3 0 points	Tier 2 5 points		Tier 1 10 points	
PK - 2 Math Assessments	Tier 3 0 points	Tier 2 5 points		Tier 1 10 points	
Siblings				10 points	
District Employee				10 points	

Returning Student __

New Student __

APPLICATIONS WILL
NOT BE ACCEPTED OR
PROCESSED UNTIL ALL
INFORMATION AND
DOCUMENTATION IS
TURNED INTO THE CAMPUS
THE STUDENT IS APPLYING
FOR.

San Diego Independent School District

APPLICATION FOR ADMISSION

Name of Student: _____

Date of Birth: _____ Social Security Number (Last 4 digits) _____

Grade Level: _____ School year: _____

Programs: Special Education: _____ ESL Program: _____ Gifted/Talented: _____

Special Requirement Comments: _____

Contact Information:

Name of Parent/Guardian: _____

Address: _____ City, State, Zip: _____

Work Phone: _____ Home/Mobile Phone: _____

E-Mail: _____ E-Mail: _____

District of Residence & Name of School student should be attending:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

For Office Use Only

☐ APPROVED

☐ DENIED

☐ APPROVED

☐ DENIED

CAMPUS PRINCIPAL

DATE SUPERINTENDENT

DATE

Denial rational: _____



CONDITIONS OF TRANSFER ACCEPTANCE FORM
San Diego Independent School District
609 Labbe ISD
San Diego, Texas 78384

ALL TRANSFERS:

We have read and understand the San Diego I.S.D. Board of Trustees policy FD (LEGAL) and policy FDA (LOCAL) regarding admissions and transfers.

District of Innovation Transfer Student Policy

INNOVATION STRATEGY: The district has the flexibility to revoke approved transfers at the end of the first semester if the student consistently fails to meet the District's expectations for behavior, academic effort, attendance, or is placed in DAEP. In case of a major incident or criminal behavior, the student will be withdrawn immediately.

The district expectations in order to remain in good standing and maintain transfer status are as follows:

- Have passing grades in Core Subjects (English, Math, Science Social Studies)
- Adequate progress in reading and mathematics based on STAAR and campus assessments
- Maintain 90% or better attendance rate
- No major violation(s) of Student Code of Conduct

By our signatures, we accept, understand, and will abide by the conditions of transfer set forth in the above referenced policies.

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

INSTRUCTIONS FOR COMPLETING Application for Transfer Form ACC-041A

Form ACC-041A should be completed according to the column instructions listed below. For audit purposes, the original should be retained by the receiving district and a copy should be mailed to the sending district office. Do not mail a copy to the Texas Education Agency. Use the *Texas School Directory* for county-district and campus numbers.

Student's name and Social Security Number (SSN):

Enter student's name and social security number.

Ethnic Codes:

Enter the appropriate ethnic code using the following designations:

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

Attendance Data (Based on Residence):

Enter the County-District number of the School District you pay taxes to, based on your residence, and the campus your student would attend if he/she attended school in that district.

District Student attended last year:

Enter the County-District number of the School District your student attended last year.

Exemption/Hardship Code:

From the codes listed below, enter the Exemption/Hardship code that best fits your situation.

- A. Student taking academic courses 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 child care facility is located in the sending district. Only children less than ten years of age will be considered as needing child care 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. Documentation from a Medical Doctor delineating specific medical reasons must be obtained and on file.
- E. Student whose parent/guardian is employed by the receiving school 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.
- G. Student transferring to a regional day school for the deaf, (C.A. 5281)
- H. Special education student from a 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. (C.A. 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 21.082)
- J. Student does not qualify for any of the preceding exemptions/hardships.

Grade:

Enter the grade to which the student will be assigned for the regular academic program or special education programs during the next school year.

Campus assigned in receiving district:

Enter the campus number to which the student will be assigned in the receiving district during the next school year.

TEXAS EDUCATION AGENCY
Division of Equal Education Opportunity
Application for Transfer

FY 2026-2027

Authority for Data Collection: Texas Education Code 21.061; Civil Action 5281, Section A
Planned Use of the 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 hardship. Column instructions can be found on the attached form. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form. For further information, contact the Division of Equal Education Opportunity at (512) 463-9290.

Student's Name & Social Security Number (SSN)	Ethnic Code	Attendance Data (Based on Residence) Dist No. / Campus No.	District Student Attended Last Year Dist No.	Exemption Hardship Code	Grade	Campus Assigned In Receiving District

This section must be completed by parent or guardian:

I have been informed of the receiving district's policy concerning tuition charges, if any, for a transferred student whose grade is taught in the student's district of residence; and I accept responsibility for the payment of tuition. I am also aware that San Diego ISD will NOT provide transportation.

Print: _____

Signed: _____
Parent's (Guardian's) Signature

Street Address _____

City, State, Zip _____

This section must be completed by the receiving district superintendent:

The above transfer(s) was _____ approved _____ on this _____ day of _____ 20____.
disapproved

Typed Name of Receiving District Superintendent	Date	Telephone	Signature
Dr. Bruce Wilson		(361) 279-3382 ext. 2222	