

## 2019-2020 Inter-District/Intra-District Transfer Request

Thank you for your interest in the student transfer process for Marble Falls ISD. The inter-district transfer (living in another district and applying to attend MFISD) and the intra-district transfer (attending an elementary school in a different attendance zone than your resident zone) application form has been revised. Please read carefully and complete only those areas that are appropriate for the type of transfer for which you are applying.

If you are new to Marble Falls ISD, additional documents are required to complete your application. The list of those documents can be found on the application. An application for transfer into the district **does not** necessarily mean the application will be approved. Approvals are for the current school year only and do not roll over into the next school year. Please Note that on March 22, 2004, the Board of Trustees voted to eliminate tuition for inter-district transfer students however, tuition may be reinstated at a future date and will be reviewed annually by the Board of Trustees.

### The following conditions will apply to any transfer requests that are considered:

- Approval is year-to-year. There is no guarantee once a student is granted a transfer that the transfer will be approved in following years
- No transportation will be provided by the district
- The district may assign students to a campus based on district needs
- Requests may be denied for reasons that include, but are not limited to attendance, academic performance and behavior
- **NEW TO MFISD-** Required supporting documents **MUST** be submitted with application for all **NEW to MFISD** transfer requests. This list of documents can be found on the application. **MFISD will not pursue supporting documents for these requests.** Applications submitted without supporting documents will not be considered.

If it is your intention to request a transfer for the 2019-2020 school year, please complete the application and submit to Julie Shaffer:

By email to [jshaffer@mfisd.txed.net](mailto:jshaffer@mfisd.txed.net)  
Or fax to 830-798-3606

Or by mail or in person to:

Marble Falls ISD Administrative Office  
1800 Colt Circle Marble Falls, TX 78654

**Deadline to submit a transfer request is June 21, 2019**

If received after June 21, 2019 your student will be added to a wait list and you will be notified when the request has been approved or denied once class sizes are confirmed.

# Marble Falls Independent School District 2019-2020 Transfer Request Form

Student's Name \_\_\_\_\_ MFISD Campus Requested \_\_\_\_\_

1 STUDENT PER FORM

2019-2020 Grade Level \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_

School District & Campus Student Attended Last Year \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Email Address \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone Contact \_\_\_\_\_

Is Parent/Guardian an Employee of MFISD? No \_\_\_\_\_ Yes \_\_\_\_\_ Campus/Department \_\_\_\_\_

## Type of Transfer Requested

1. \_\_\_\_\_ Inter-District Transfer – Living outside Marble Falls ISD boundaries  
Resident School District \_\_\_\_\_ (the district in which you live)
2. \_\_\_\_\_ Intra-District Transfer – Living In District but Requesting an Elementary Campus Outside My Zone  
Resident Marble Falls ISD Elementary Campus \_\_\_\_\_ (the Elementary Campus in your resident zone)
3. \_\_\_\_\_ Moving out of district, wish to remain in MFISD for the rest of the current school year. Date of move \_\_\_\_\_
4. \_\_\_\_\_ Building/Buying a residence in MFISD, estimated move-in date \_\_\_\_\_

**IF THE YOU ARE NEW TO MARBLE FALLS ISD, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH YOUR APPLICATION**

**Required documents that MUST be submitted with this form for NEW to MFISD Transfer Students:**

- |   |                                      |
|---|--------------------------------------|
| 1. Most recent report card (gr K-12)  | <b>Services Being Provided</b>       |
| 2. Test Scores (STAAR, Assessment ) (gr 4-12)                                 | _____ Career & Technology            |
| 3. Transcripts (gr 8-12)  | _____ 504 ESL _____                  |
| 4. Discipline Report (or letter stating there has been no discipline history) | _____ Special Education (attach IEP) |
| 5. Attendance report  | Other _____ None _____               |

If you would like to include additional information please attach a separate letter of explanation to this form.

**PLEASE READ AND SIGN. PLEASE SUBMIT COMPLETED FORM/DOCUMENTS TO MFISD CENTRAL OFFICE**

I understand that failure to submit all required documents with this transfer request form will prevent the transfer from being considered. I understand that, if approved, the transfer is granted conditionally based on the following criteria: program/grade level availability, discipline history, academic performance, and attendance, including tardies. The transfer may be revoked based on Board Policy FDA (Local), to the extent permitted by law. It is effective for one school year only. I understand that transportation to the requested school is my responsibility. I understand that falsification of information is a Class A Misdemeanor and can lead to legal action. I have read and understand the District policy on out-of-district transfers. I agree to abide by all rules and regulations set forth in this policy. I understand that as a transfer student school placement may be changed to accommodate resident students. I have been informed that, in some cases, previously approved transfers may be revoked due to space limitations.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### MFISD USE ONLY

Received: \_\_\_\_\_ Approved \_\_\_\_\_ Denied (reason) \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

Date of notification to Parent/Guardian: \_\_\_\_\_ Campus Notified: \_\_\_\_\_

Reason for Denial: 1. Attendance 2. Academics 3. Space/Staff 4. Discipline 5. Program Activity

County District #027904

MFISD 2018