

Texas Education Agency  
Division of Equal Education Opportunity

**Application for Transfer**

2004-2005

Authority for Data Collection: Texas Education Code 21.061; Civil Action 5281, Section A

Planned Use of 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 reverse side of this form. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form.

Student's Name			Social Security Number	Ethnic Code	Sending Co. District Number	Receiving Campus Number	Grade Level 2004-2005	Student in District Last Year	
								Yes	No
Last	First	MI							

**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.

Signed \_\_\_\_\_  
Parent's (Guardian's) Signature

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

**This section must be completed by the receiving district superintendent:**

The above transfer(s) was  approved  disapproved on this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

Typed Name of Receiving District Superintendent	Date	Telephone	Signature
Roy Green		979-378-4242	

## Application for Transfer Form

This form should be completed according to the column instructions listed below. This form should be completed in duplicate by the receiving district office. For audit purposes, one copy should be retained by the receiving district office and one copy should be mailed to and retained by the sending district office. Use the Texas School Directory for county-district and campus number.

### Column Instructions

Student's name

Ethnic Code

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 Date (Current Year)

Enter the current county-district number and the campus number for the student (current district of residence).

County-District Number (Prior Year)

Enter the county-district number for the student (prior school year)

Grade

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

Campus Number (Receiving District)

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