



2009-2010 Intra-District Transfer Application

Application (page 1) and Student/Parent Contract (page 2) may be mailed or faxed to:
David Hodges, MISD Director of Campus Support
609 E. Broad Street
Mansfield, Texas 76063
Fax (817) 453-6583

Will student be trying out or participating in UIL or extracurricular activities? Yes No
Please note: Approval of an Intra-District Transfer may render a student ineligible for UIL/extracurricular eligibility for one calendar year.

Please check one: New Renewal – Approvals are effective for one year only. Re-application must be made annually, prior to April 1st.

STUDENT INFORMATION

Student's Name _____ ID# _____
Last First M.I.
Student's Address _____ Apt. _____
Street
City State Zip Telephone _____
Student's Date of Birth _____ Current Grade Level 2009-2010 _____

PARENT(S) INFORMATION

_____ Father	_____ Mother
_____ Street Apt.	_____ Street Apt.
_____ City State Zip	_____ City State Zip
_____ Home Phone Work Phone/Cell Phone	_____ Home Phone Work Phone/Cell Phone

Specific reason(s) for Intra-District Transfer request. Attach additional information, if necessary.

School to which Transfer is requested: _____

Student currently lives in the _____ attendance zone.

ADMINISTRATIVE USE ONLY:
 Approved Not Approved
 UIL Ineligible _____ to _____

Director of Campus Support

Date

I have read and understand the Intra-District Transfer Guidelines of the Mansfield Independent School District. I understand that presenting false or inaccurate information on this application is an offense against Texas State Law (Penal Code 37.01).

Parent Signature Date

Revised 10/14/08

For Office Use: Database ___ Notify Parents ___ Notify Campus ___

INTRA-DISTRICT TRANSFER GUIDELINES

- Transportation convenience or baby-sitter location will not be considered as reasons to reassign an individual student [Policy FDB (Local)].
- Intra-District Transfers will not be approved if they create a need for additional staffing, changes in classroom space, or cause an enrollment imbalance.
- Intra-District Transfer students may be returned to their home campuses in order to reestablish enrollment balance if an unexpected increase in enrollment on the campus occurs.
- The Mansfield Independent School District reserves the right to limit or to restrict Intra-District Transfers to any campus.
- All approved Intra-District Transfers and Options provided to students are conditional. Students attending schools on any type of Intra-District Transfer or Intra-District Option may be returned to their home campuses at the end of a grading period for the following actions:
 - Excessive absences and/or tardies
 - Failing grades
 - Serious or persistent misconduct

NOTE: Transportation will not be provided.

STUDENT/PARENT CONTRACT – SIGNED CONTRACT MUST ACCOMPANY APPLICATION

Students desiring maintenance of eligibility to remain on an approved Intra-District Option or Intra-District Transfer must agree to abide by the conditions stated below:

I, _____ understand that I may forfeit my eligibility to remain on an approved Intra-District Option or Intra-District Transfer if I violate District standards in one or more of the following ways:

- Attendance fail two (2) or more classes in a semester and/or have truancy charges filed by the campus
- Academically fail two (2) or more classes in a semester
- Engage in serious or persistent misconduct and/or DAEP (BIC) placement one or more times in a semester

I understand MISD will not provide transportation for the student who chooses to exercise the option of an intra-district transfer.

Student Signature (5th through 12th grade)

Date

Parent Signature

Date

For Student Services Use Only

Transfer rescinded – return to _____

Effective date _____

Director of Campus Support

Date

For School Use Only – Campus should document parent contact below.

Parent/Student/Principal Conference	Date of Conference
Student Signature	Principal Signature
Parent Signature	Campus Name