

Covington Independent School District
 501 N Main St
 Covington TX 76636
 (254) 854-2215

Application for Transfer

Please complete all of the following application and return it to the school registrar. TEA requires that we report all transfers to them. The information requested on this form is needed for the reporting process. Please list all students in your household who are applying for transfer to Covington Independent School District.

Student Information								
Last	First	MI	Student SSN	DOB	Ethnicity	Sex	Grade	Transferring from District

I have read, signed, and understand the Transfer Agreement. 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.

 Parent's or Guardian's Printed Name

 Parent's or Guardian's Signature

 Date of Signature

 Parent's email address

 Physical Address

 Mailing Address

This section to be completed by the receiving district's superintendent:

On this _____ day of _____, _____, the above transfer(s) was / were approved / disapproved.

 Superintendent's Signature

COVINGTON ISD

TRANSFER AGREEMENT

This Transfer Agreement establishes the terms and conditions for _____ to attend the Covington ISD public schools as a transfer student for the 2016-2017 school year. Student is a resident of _____ ISD. Student's parent or Guardian, _____, requests that the student(s) be permitted to attend district schools in the 2016-2017 school year and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the current school year only. District approval of this transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year.
2. This transfer is approved for the named student only. District approval of this transfer creates no right or expectation that another student from the same family will be admitted as a transfer.
3. Student must maintain acceptable levels of attendance, academic achievement, and compliance with the Student Code of Conduct throughout the entire school year. Acceptable levels are defined as:
 - a. attendance that does not place the student at risk of losing credit under Education Code 25.092 or require the district to warn the parent or the student of truancy proceedings under Education Code 25.095;
 - b. academic achievement that results in a passing grade in all courses by the end of the semester. At the end of each grading period, the student should receive no more than one grade that is below passing; and
 - c. compliance with the Student Code of Conduct that results in no offenses requiring removal to an Alternative Education Program or expulsion and no more than two referrals each grading period for other Code of Conduct infractions.
4. The superintendent may revoke the transfer of a student who fails to maintain an acceptable level of attendance, academic achievement, or compliance with the Student Code of Conduct during a semester.
5. If this agreement is revoked, revocation ordinarily will be effective at the end of a semester; however, if the student's attendance, academic achievement, or compliance with the Student Code of Conduct falls below the acceptable standard during a semester, the Superintendent has discretion to revoke the transfer at the end of the grading period in which the standard is violated. The procedure for revocation is explained in Policy FDA (LOCAL), located on the district's website at www.covingtonisd.org. At the top of the page, select "About CISD", then "School Board", then "Board Policy", and enter the policy code FDA.
6. The parent or the student will be responsible for transportation to and from the district school to which the student is assigned.

(Please be sure to sign the back side of this page before you return.)

7. Except as modified by this Transfer Agreement, the student will be subject to all policies, regulations, rights, privileges, and responsibilities of enrollment in the district as if he or she resided in the district.

The district and the parent agree that this Transfer Agreement is the entire agreement controlling the admission and enrollment of the student in the district for the 2016-2017 school year.

Parent Signature

Superintendent of Schools
Covington ISD

Street Address

City, State, ZIP

Telephone

Mailing address (if different than above)
