



May 1, 2023

Parent or Guardian,

RE: VISD Open Enrollment for 2023-2024

New Open Enrollment Applicants: VISD would like to thank you for your interest in our district. Open enrollment is a great opportunity for those residing outside our district to participate in all the programs offered in our schools. But, you, the legal guardian, must gather several documents before we begin this process. Please remember, **all applications are not automatically approved** and withdrawing your student from his or her current school district is not advised before final approval. VISD Enrollment guidelines are listed in policy FDA (Local).

Current VISD Open Enrollment Students: If your child is currently enrolled in Vidor ISD and you would like to continue their enrollment, submit a copy of their "final", 2022-2023, report card, a complete application, and a current proof of residence (EX: Utility Bill, Cable Bill, Government Issued Document). All other documents will be reviewed by the campus principal and VISD administration.

If you have any questions please feel free to email me at dwheat@vidorisd.org or call me at 409-951-8724.

Thank you,

Mrs. Rene' Wheat

Rene' Wheat
Superintendent's Secretary



Non VISD Resident (Out of District) Student Transfer Application

Return to the Office of the Superintendent

The completion of this application serves only as a request for transfer. Vidor ISD will determine whether the transfer request is granted. A transfer request is not approved or granted until the Non-Resident Student Transfer Agreement is signed by the Superintendent or Superintendent Designee. All student transfer decisions are considered on an individual basis, consistent with Vidor ISD policy FDA (local), and without regard to sex, race, national origin, religion, disability, or ancestral language.

This section must be completed by a legal guardian. A valid form of ID is required.

Student Name: _____ Ethnicity: _____ Grade: _____

Current District and Campus of Attendance: _____ ISD – Campus _____

Parent Name: _____

Street Address: _____

City, State, Zip Code: _____

Circle any special services being provided at the current school: Special Ed. | 504 | GT | ESL | Bilingual
Other: _____

Note to Parent/Guardian/Students

- Refer to Policy FDA (local) for more information related to non-resident student transfers to Vidor Independent School District.
- If granted, each transfer is valid for a period of one school year only, and is subject to revocation during the school years as outlined in District policy FDA (local) and the Non-Resident Student Transfer Agreement.
- Approval of a transfer request for the current year does not imply or guarantee that a transfer request will be approved the following year. The parent/guardian must re-apply for a transfer each school year.
- Vidor ISD does not provide transportation to or from school for transfer students.
- By signing below, I authorize VISD to analyze education records of my child's attendance, grades, state assessments and conduct for the school district listed above.
- In return for the District permitting my student to transfer into a District school, I expressly waive and release any claim that I may have that the District cannot revoke a transfer, and/or that the transfer of my student must be for a period of one year.
- By my signature below, I expressly confirm that I agree with and accept all of the reason for a transfer agreement, and further agree that this agreement can be revoke for any of those reasons before the end of the school year for which the transfer is approved.

Signature of Parent or Guardian

Date



Student Transfer Application Checklist

All documents must be completed and received in order for application to be considered.
It is the parent or guardian's responsibility to include required documents with the application.

1. Copy of Birth Certificate
2. Copy of Shot Record
3. Attendance Records from Prior and Current School Year (2022-2023)
4. Report Card Records from Prior and Current School Year (last report card for 2022-2023)
5. Copy of STAAR scores for the Past 2 Years
6. Discipline Records from the Prior School District
7. Proof of Residence (Example: utility bill, cable bill, government document)
8. Special Programs from Prior School District (applicable)

**Returning Students: Need Last Report Card and Proof of Residence Only!*

*****New Applicant: All listed items above must be included with your signed application. *****

Student Transfer Procedures

All criteria must be completed in order for the application to be considered.

1. Parents need to complete application and return all required information the Superintendent's Office.
2. Applications will be processed and a determination will be made according to District Policy FDA (Local).
3. Parent will be notified if student does not meet criteria.
4. If student meets criteria, the appropriate campus principal will be notified and determine availability.
5. If space/instructional staff are not available, the student will be placed on a campus waiting list and parent will be notified.
6. If student meets criteria and space/instructional staff is available, parent will be notified and the student will be allowed to enroll into the district for that current school year as per policy FDA (Local).

***Due to campus population (space/instructional staff availability), all transfers will be determined on an individual basis; not by family unit.**

Vidor ISD
District Name

181-907
County/District

Texas Education Agency
Application for Out of District Transfer
2023-2024

Authority for Data Collection: Texas Education Code 21.061 061: 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 hardships.

The Superintendent of the receiving district must circle approve or disapproved and sign the transfer form.

For further information, contact the Division of Accreditation at (512) 463-9671.

| Student's Name | Student's Social Sec. # | VISD last year? Yes or No | Current Residence District | District Student Attended Last Year (22-23) | Grade Level (2023-2024) | VISD Campus Assigned for (2023-2024) |
|----------------|-------------------------|---------------------------|----------------------------|---|-------------------------|--------------------------------------|
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This section must be completed by parent or guardian:

PLEASE PRINT

Parent/Guardian Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Additional Contact Number: _____

Signature: _____ Date: _____

This section must be complete by the receiving district's Superintendent:

The above transfer (s) was APPROVED / DISAPPROVED on this _____ day of _____ 20____.

| Name of Receiving District Assistant Superintendent | Date Received | Telephone Number | Signature of Assistant Superintendent of HR |
|---|---------------|------------------|---|
| Dr. Travis Maines | | 409-951-8724 | |

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

Authority

The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

Transfer Requests

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee by May 1 of the year prior to the school year for which the transfer is requested. Transfers shall be granted for one regular school year at a time.

Any other transfer requests shall be considered by the Superintendent on a case-by-case basis. The District shall not accept as a transfer a student who has been expelled from another school or district.

Students who enroll in the District after having been assigned to a disciplinary alternative education placement setting by another school or district shall be placed in a comparable setting for the duration of that assignment.

Factors

Initial decisions concerning transfer requests and the status of transfers shall be made by the principal of the receiving campus based on the District's research of the student's enrollment status, attendance, and discipline records in the previous district.

When considering the approval of a transfer request, the following nonexclusive list of criteria shall be considered:

1. Whether admission of the student would cause overcrowding of classes or require the District to add personnel, programs, or buildings;
2. The student's academic and/or conduct record;
3. The student's attendance record;
4. The student's enrollment status; and
5. Cooperation by the student's parents.

**Transfer
Agreements**

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

Tuition

The Board shall establish tuition fees, as appropriate for nonresident overage and underage students attending District schools and

**ADMISSIONS
INTERDISTRICT TRANSFERS**

**FDA
(LOCAL)**

for other programs the District offers beyond the required instruction. Tuition may be prorated for students entering after the beginning of the semester. Tuition may be refunded on a prorata basis for a transfer student who subsequently withdraws.

Waivers

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian.
[See FP]

Nonpayment

The District may initiate withdrawal of students whose tuition payments are delinquent.

Transportation

The District's shall not provide transportation for regular education transfer students.

A special education transfer student shall be transported as determined by the ARD committee's decision.

Appeals

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.