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## Tatum ISD Out of District Transfer Guidelines

### Tatum ISD

The Tatum ISD Board delegates to the Superintendent the authority 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. The Tatum Independent School District may admit students who live outside the District boundaries. Tatum ISD reserves the right to accept or reject transfer requests on an individual basis in accordance with Board of Trustees policies FDA (Legal) and FDA (Local).

Tatum ISD accepts transfer applications for students living outside the boundaries of the district each year. The district does not currently charge a tuition fee.

The District does not provide bus transportation for transfer students.

Out of district transfer applications are valid for one school year. A new application must be submitted each year. District approval of this transfer creates no right or expectation that another student from the same family will be admitted as a transfer.

Transfer requests must be approved by the campus principal and the Superintendent.

### Transfer Request Timeline

It may be after the first week of school for Kindergartners to be notified, depending on space availability.

Applications received once the school year has started will be notified as promptly as possible.

The first day of school is August 14, 2024.

### Transfer Process

**Current Students:** For a transfer application to be considered, the district must receive a fully completed and signed transfer application and transfer agreement.

The parent/guardian must acknowledge and agree to the terms and conditions of the board policies FDA (local) and FDA (legal), and acknowledge an understanding of the transfer agreement.

**New students: Parent/guardian must provide appropriate documentation WITH the application.**

The following documents shall be attached to the application for students new to Tatum Independent School District:

- Report card
- Attendance record from the prior year. (Must be by class for secondary students)
- Discipline History with detail for the prior year
- STAAR/EOC test results

### Transfer Factors

Students who transfer into the district may have their enrollment denied or revoked during the current school year for the following reasons:

- Receiving campus at capacity for grade level/campus or requires employment of additional staff
- The student's attendance record, discipline record or academic record (grades, test scores)
- Positive Drug Test, Removal to DAEP, JJAEP, or the student has been expelled
- Discipline
- Failure to follow the Student Code of Conduct
- Parent/Guardian behavior that negatively depicts the district, campus, or employee
- Other lawful reasons determined by the District

Transfer students must follow all Tatum ISD rules and regulations, including but not limited to District policies and regulations, the Student Code of Conduct, and attendance requirements.

### **Campus Structure**

Tatum Primary Grades PreK - 2nd grade  
Tatum Elementary Grades 3-5

Tatum Middle School - Grades 6-8  
Tatum High School Grades 9-12

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FDA  
(LOCAL)

<b>Authority</b>	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.
<b>Transfer Requests</b>	Any nonresident student who wishes to transfer into the District, including a resident student who becomes a nonresident during a school year, shall file an application for transfer with the Superintendent or designee. Transfers shall be granted for one regular school year at a time and shall not continue without a new application for each school year.
<b>Factors</b>	<p>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff, and the student's disciplinary history and attendance records.</p> <p>In addition, the Superintendent or designee shall consider the student's performance on applicable state-mandated assessments and the student's record of promotion to the next grade level.</p>
<b>Transfer Agreements</b>	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; however, the District may also revoke a transfer during a school year based on a student's poor attendance, excessive tardiness, or violation of the Student Code of Conduct.
<b>Tuition</b>	If the District charges tuition, the amount shall be set by the Board, within statutory limits.
<b>Waivers</b>	The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]
<b>Nonpayment</b>	The District may initiate withdrawal of students whose tuition payments are delinquent.
<b>Appeals</b>	Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

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**Agreement Between Districts**

The boards of two or more adjoining school districts or the boards of county school trustees of two or more adjoining counties may, by agreement and in accordance with Education Code 25.032-.034, arrange for the transfer and assignment of any student from the jurisdiction of one board to that of another. In the case of the transfer and assignment of a student under this provision, the participating governing boards shall also agree to the transfer of school funds or other payments proportionate to the transfer of attendance. *Education Code 25.035*

**Initiated by Student or Parent**

Any student, other than a high school graduate, who is under 21 years of age and eligible for enrollment on September 1, may transfer to another Texas district, provided that both the receiving district and the applicant's parent, guardian, or person having lawful control agree in writing to the transfer.

Discipline and  
Threat Assessment  
Records

In the case of a transfer under this provision, a child's district of residence shall provide the receiving district with the child's disciplinary record and any threat assessment involving the child's behavior conducted under Education Code 37.115 [see FFB].

*Education Code 25.036* [See FD for placement of transfer students.]

**Transfer to a District Offering In-Person Instruction**

If a district provides notice to the parent or person standing in parental relation to a student enrolled in the district of the district's intent to offer only virtual instruction for more than one grading period during a school year, the student may transfer for that school year to another district that offers in-person instruction during that school year and accepts the student's transfer.

"Virtual instruction" means instructional activities delivered to students primarily over the internet.

A student who transfers to another school district under this section may not be charged tuition. The student is included in the average daily attendance of the district in which the student attends school.

*Education Code 25.045*

**Basis for Transfer**

A board or its designee must make transfer decisions on an individual basis and may not consider as a factor in arriving at any decision regarding assignments any matter relating to the national origin of the student or the student's ancestral language. *Education Code 25.032* [See FDAA]

**Transportation**

A board may establish and operate an economical public school transportation system outside the district if students enrolled in the district reside outside the district and the district meets the require-

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	ments of Education Code 34.007(a)(3) [see CNA]. <i>Education Code 34.007(a)</i>
<b>Funding for Transfers</b>	Upon the filing and certification of any transfer, the state per capita apportionment shall transfer with the student. For purposes of computing state allotments to districts eligible under the Foundation School Program, the student's attendance prior to the date of transfer shall be counted by the sending district and the student's attendance after transfer shall be counted by the receiving district. <i>Education Code 25.037</i>
<b>Credits and Records</b>	Credits earned in local credit courses may be transferred at the enrolling district's discretion. Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. <i>19 TAC 74.26(a)(1)</i>
Nonpublic Schools	Records and transcripts of students from Texas nonpublic schools or from out of state or out of the country (including foreign exchange students) shall be evaluated, and students shall be placed promptly in appropriate classes. A district may use a wide variety of methods to verify the content of courses for which a transfer student has earned credit. <i>19 TAC 74.26(a)(2)</i>
<b>Tuition Fee for Transfer Students</b>	A receiving district may charge a tuition fee to the extent that the district's actual expenditure per student in average daily attendance exceeds the sum of state available school fund apportionment benefits transferred under Education Code 25.037. However, unless a tuition fee is prescribed and set out in a transfer agreement prior to its execution by the parties, no increase in tuition charge shall be made for the year of that transfer that exceeds the tuition charge, if any, of the preceding school year. <i>Education Code 25.038</i>
<b>Transfer by Servicemember Request</b>	<p>On request of a servicemember who is a parent of or person standing in parental relation to a student, the board or the board's designee shall transfer the student to another district campus or to another school district under an agreement under Education Code 25.035 [see Agreement Between Districts, above].</p> <p>"Servicemember" means an active duty member of the armed forces of the United States, a reserve component of the armed forces of the United States, or the Texas National Guard.</p> <p>A transfer under this provision must be to the campus or district, as applicable, selected by the servicemember making the request.</p>

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A district is not required to provide transportation to a student who transfers to another campus or district under this provision.

*Education Code 25.0344*

**Transfer by Peace  
Officer Request**

On request of a peace officer who is a parent of or person standing in parental relation to a student, the board or the board's designee shall transfer the student to another district campus or to another district under an agreement under Education Code 25.035.

"Peace officer" has the meaning assigned by Occupations Code 1701.001.

A transfer under this provision must be to the campus or school district, as applicable, selected by the peace officer making the request.

A district is not required to provide transportation to a student who transfers to another campus or district under this provision.

*Education Code 25.0344*

**Transfers to  
Adjoining States**

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**Note:** The following provision applies to a district located on the border of an adjoining state.

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Any student who would be entitled to attend the public school of any district situated on the border of Louisiana, Arkansas, Oklahoma, or New Mexico and who may find it more convenient to attend the public school in a district in one of those contiguous states, may have the state and county per capita apportionment of the available school funds paid to the school district of the contiguous state and may have additional tuition, if necessary, paid by the district of residence on such terms as may be agreed upon by the trustees of the receiving district and the trustees of the residence district. *Education Code 25.040*

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**Contracts for  
Education Outside  
Districts**

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**Note:** The following section applies only to districts that do not offer all grades, kindergarten-grade 12.

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A district that does not offer each grade, kindergarten-grade 12, may provide by contract for students residing in the district who are at grade levels not offered by the district to be educated at those grade levels in one or more other districts. In each contract, the districts also shall agree to the transfer of school funds or other payments proportionate to the transfer of attendance.

Tuition

The district in which the students reside shall pay tuition to any district with which it has a contract under this section for each of its

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students attending school in that district at a grade level for which the district has contracted. The amount of the tuition paid may not exceed the greater of the amount provided for by Education Code 25.038 [see above], or an amount specified by commissioner rule [see below].

A district is not required to pay tuition to any district with which it has not contracted for the attendance by any of its students at a grade level for which it has contracted under this provision with another district.

A contract under this provision may not be for a period exceeding five years.

*Education Code 25.039*

*Definitions*

"Home district" means a district of residence of a transferring student.

"Receiving district" means a district to which a student is transferring for the purpose of obtaining an education.

"Tuition" means an amount charged to the home district by the receiving district to educate the transfer student.

*Tuition Allotment  
of the Home  
District*

For the purposes of calculating the tuition allotment of the home district as authorized by Education Code 48.154, the amount of tuition that may be attributed to a home district for a transfer student in payment for that student's education may not exceed an amount per enrollee calculated for each receiving district. The calculated limit applies only to tuition paid to a receiving district for the education of a student at a grade level not offered in the home district. Tuition may be set at a rate higher than the calculated limit if both districts enter a written agreement, but the calculated tuition limit will be used in the calculation of the tuition allotment for the home district. The calculation will use the most currently available data in an ongoing school year to determine the limit that applies to the subsequent school year. For purposes of this provision, the number of students enrolled in a district will be appropriately adjusted to account for students ineligible for the Foundation School Program funding and those eligible for half-day attendance.

*Calculated  
Tuition Limit*

The calculated tuition limit is the sum of the excess maintenance and operations (M&O) revenue per enrollee and the excess debt revenue per enrollee, as calculated in 19 Administrative Code 61.1012(b)(2)-(3).

*Notification and  
Appeal Process*

In the spring of each school year, the commissioner will provide each district with its calculated tuition limit and a worksheet with a description of the derivation process. A district may appeal to the

commissioner if it can provide evidence that the use of projected student counts from the LPE in making the calculation is so inaccurate as to result in an inappropriately low authorized tuition charge and undue financial hardship. A district that used significant nontax sources to make any of its debt service payments during the base year for the computation may appeal to the commissioner to use projections of its tax collections for the year for which the tuition limit will apply. The commissioner's decision regarding an appeal is final.

*19 TAC 61.1012*