



Penelope Independent School District
Request for Student Transfer

Student Name _____ Grade _____

Birthdate _____ Social Security # _____

Physical Address _____

School Currently Enrolled _____

Please read and sign the following:

The Penelope community is very proud of its school. The goal of Penelope ISD is to provide the best education for the students. In order to do this, there are high expectations for all students. Penelope ISD is fortunate at this time to be able to allow students that live outside of the school district boundaries to transfer into the district at no charge (see NOTE*). With that, the undersigned acknowledges by their signatures that they understand these expectations.

The undersigned has applied for admission of one or more students to Penelope ISD and represents that all information provided to Penelope ISD is true and correct and acknowledges that any misrepresentation is subject to criminal prosecution.

NOTE* Penelope ISD does not accept out of district transfers for PK3, unless an older sibling currently attends Penelope School. For these students there will be a \$175 per month fee, and all fees must be pre-paid. All PK3, local or transfer, that do not have a sibling must pay \$350 per month prior to the student attending class. Preference for PK4 spots will be given to in-district students or out-of-district students with a sibling attending Penelope. (As a district of innovation, Penelope ISD may consider class size and may make a determination on transfer status at any time during the school year. The Superintendent has the final say to all transfer requests).

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Upon admission to the Penelope Independent School District, the undersigned acknowledges the following:

1. Transfer students entering Penelope ISD schools are required to follow all of the rules and regulations of the district and the campus, including, but not limited to requirements found in the Student Code of Conduct, the student handbook, state attendance requirements, and school board policy (FDA).
2. A revocation of an approved transfer during the school year may occur at any time if a transfer student earns more than three(3) discipline referrals for minor offenses or one(1) referral for a major offense during the year provided that the principal/superintendent determines that the referrals were warranted. A major discipline offense shall be defined as behavior that may result in placement in a disciplinary AEP as established by Texas law or the Student Code of Conduct.
3. Revocation during the school year may also occur if a student fails to meet Penelope ISD attendance standards or is habitually truant. A transfer can also be revoked due to lack of academic effort, academic attitude, or academic performance (grades).
4. Re-approval of a current student's transfer status for the next year may be denied to a student with more than three (3) discipline referrals for minor offenses or one (1) discipline referral for a major offense or a to a student who failed to meet the district's attendance standard or was habitually truant. A transfer can also be revoked due to lack of academic effort, academic attitude, or academic performance (grades, STAAR test). Transfer students must re-apply each year. Acceptance for one school year does not guarantee future renewals or acceptance.
5. Penelope ISD will not provide transportation services to transfer students unless the student meets the bus at a point on an established route.
6. Transfer students entering Penelope ISD public schools from an accredited public, private, or parochial school after grade 1 are required to provide evidence of prior schooling. Transfer students will be placed initially at the grade level reached elsewhere. The Principal/Superintendent will determine the final grade placement pending observation and results of tests that may be administered by appropriate district personnel. An "accredited" school will be defined by accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.
7. Transfer students entering Penelope ISD public schools from non-accredited public, private, or parochial schools, including home schools, will be placed initially at the discretion of the principal, pending observation by classroom teacher(s), guidance personnel, and the principal/superintendent. Criteria for final grade placement may include:
 - a. Scores on achievement test(s), which may be administered by appropriate district personnel
 - b. Recommendation of the sending school
 - c. Prior academic record
 - d. Chronological age and social and emotional development of the student
 - e. Other criteria deemed appropriate by the principal/superintendent.
8. Transfer students from non-accredited public, private or parochial schools will be required to validate high school credit for courses by testing or evidence that courses meet state board requirements and standards.

The undersigned agrees to follow all of the guidelines and requirements of transfer students that come into Penelope ISD. Failure to follow these guidelines and requirements will subject the student to exclusion from Penelope ISD.

Parent Signature

Date

Student Signature

Date