

Timeline: Applications Accepted May 21, 2018 – September 28, 2018

PINE TREE INDEPENDENT SCHOOL DISTRICT
P.O. Box 5878 - Longview, Texas 75608
(903) 295 – 5000

OUT OF DISTRICT TRANSFER APPLICATION

Student's Name (Last, First, Middle): _____

Student's Date of Birth: _____ Grade for the 2018-19 school year: _____

School District of Residence: _____ Campus of Residence: _____

School & campus attended previous year _____

List All Special Services Received (i.e., Section 504, Special Education, Bilingual, etc):

Parent an employee of PTISD: (Circle One): Yes No

Siblings attending PTISD (name & grade): _____

If you have a child(ren) in grades 1 – 4 and your transfer is approved, your child will be assigned to one of the two schools listed below. You will be notified upon transfer approval of assignment. Campus assignment is at the District's discretion.

Birch Elementary

Parkway Elementary

Print Parent/Guardian Name: _____

(If Guardian is not the parent as identified on student's birth certificate, **legal** proof of guardianship is required)

Residence: _____

Street Address Apt# City State Zip Code

Telephone: _____ E-Mail: _____

Was student in a Discipline Alternative Education Program during the school year: _____

Was student expelled during the school year: _____

Did student receive more than five (5) discipline referrals during the previous school year: _____

This request is made with the parents/guardians full understanding that:

- Parent/Guardian is responsible for transportation to and from school.
- Approval of a transfer does not guarantee eligibility for athletic or fine arts programs and will be determined according to UIL rules and regulations.
- Any falsification of information shall cause this application for transfer to be denied and/or revoked. In addition, falsification of documents or records is a criminal offense under Section 37.10, Texas Penal Code, and subjects the person to liability for tuition or costs under Section 25.001(h), Texas Education Code.
- All transfer students must apply for a PTISD transfer each school year. Additionally, all transfer students must register (in person) for the new school year regardless of which district they attended school the previous school year.
- The transfer request may be denied or for the following reasons:
 - Receiving campus at capacity for grade level/campus or requires employment of additional staff
 - The student's prior attendance record, discipline record or academic record
 - Other lawful reasons determined by the district.
 - Falsification of information

My signature below indicates my understanding of Policy FDA(LOCAL) and gives permission for the Pine Tree ISD to contact the student's current school/previous school for records. All information provided by me on the above form is true and correct to the best of my knowledge. The policy is available online, but a written copy will be made available upon request.

Violation of transfer requirements (attendance, discipline, grades, assessment scores) may be justification for revocation of enrollment.

Parent/Guardian Signature

Date

Texas Penal Code 37.10 – Tampering with Governmental Record

A person commits an offense if he/she: 1) knowingly makes a false entry in, or false alteration of a governmental record, 2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with the intent that it be taken as a genuine governmental record, 3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record. An offense under this section is a Class A misdemeanor unless the actor's intent to defraud or harm another, in such event the offense is a felony of the third degree (a person found to be guilty of a third degree felony may be imprisoned for 2 to 10 years and fined up to \$5,000).

Texas Education Code 21.031 – Admission

In addition to the penalty provided by Section 27.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of false information. The person is liable, for the period in which the ineligible student is enrolled for the greater of: 1) the maximum tuition fee the district may charge under Section 21.063 of this code or, 2) the amount the district has budgeted for each student as maintenance and operating expense (a person found guilty of falsifying information on the enrollment form may be liable for tuition for a sum in excess of \$5,000).

I have read and understand the above Texas Penal Code and Education Code.

Parent/Guardian Signature: _____

The following records must be submitted with the transfer application each year. An incomplete transfer application will not be considered or acted upon.

1. Student's most current report card and state assessment scores (if applicable)
2. Student's attendance record from the prior school year
3. Student's discipline history report from the prior school year

PTISD USE ONLY:

The above transfer is: _____ approved _____ denied

Superintendent/Designee: _____ Date: _____

Notes: