

# Out of District Transfer Guidelines/Information



1. Parent/Guardian may obtain an Out of District Transfer Application by one of the following ways:
  - Print application from the PTISD Website at [www.ptisd.org](http://www.ptisd.org). (Parents tab, Student Transfers)
  - Pick up application at the Pine Tree ISD Administration Office located at 1701 Pine Tree Rd.
2. Applications will be accepted beginning May 22, 2017 and ending the last business day of September of each school year. Out of District Transfer applications are valid for one school year. A new application must be submitted each school year.
3. Completed applications are to be mailed to the following address: Pine Tree ISD, Attn: Superintendent, P.O. Box 5878, Longview, TX. 75608, or may be hand delivered to the Pine Tree Administration Offices at 1701 Pine Tree Road to the attention of Superintendent.
4. The following official student documents are required and must be turned in with application for consideration. Incomplete applications will not be considered.
  - 2016-17 Final Report card
  - 2016-17 Attendance record
  - 2016-17 Discipline record
  - 2016-17 State Assessment results (if applicable)
5. Transfer applications will be processed in the order received and will be date stamped upon receipt. Only applications that are complete, **including all required documentation**, will be reviewed and considered.
6. Applications submitted prior to the first day of school of the applying year will be processed and notification sent by USPS mail during the summer as to whether your application has been approved or denied. Applications received once the school year has started will be placed in the mail within 10 days of the application being received complete. Kindergarten applications will not be processed until approximately mid-August.
7. PTISD does not accept Out of District applications for Prekindergarten students.
8. Tuition fees are currently waived for approved student transfers.
9. All rules regarding student eligibility for UIL sanctioned competitions will be followed. Approval of an out of district transfer application does not verify UIL eligibility. Student eligibility for UIL athletics must be verified through the District's Athletic Director.
10. Transfer students may have their transfer revoked for failure to follow the school PTISD's Student Code of Conduct and/or attendance requirements.
11. **Please reference School Board Policy FDA(LOCAL) regarding specific guidelines for student transfers.**

For further information or inquiries please contact the Superintendent's office at (903) 295-5000.