

## PLEASANTON ISD

### STUDENT TRANSFER REQUEST PROCESS

The parent should:

- Secure a Transfer Request Form: A transfer request form may be obtained at the Superintendent's Office located at 831 Stadium Drive Pleasanton, TX 78064 (830) 569-1200 or online at [www.pisd.us](http://www.pisd.us).
- Complete All Required Information: The request must include the student's name, address, date of birth, ethnicity, grade level for the year for which the transfer is being requested, and parents' home and work phone numbers.
- Submit Form: Submit form to the Superintendent's Office located at 831 Stadium Drive Pleasanton, TX 78064.

### GENERAL INFORMATION

Approval/Denial Process: Initial processing of requests will be done by the Superintendent's office. If a request is denied, a letter will be sent to the parents of the student.

**Transfer Revocation:** With the Superintendent's or designee's approval, the principal of the receiving school may revoke a transfer at the end of the grading period, semester, or school year, if attendance and discipline standards are not met. Circumstances resulting in transfer revocation may include, but are not limited to, the following:

1. A student has documented unexcused absences that meet the definition of truancy as outlined in policies. .
2. A student has more than five days of assignment to in-school or out-of-school suspensions over the course of a semester or ten or more days over the course of a year.
3. A student has two or more serious discipline offenses within a semester grading period.
4. The student has other documented attendance or discipline problems or the student's parent or guardian has repeatedly failed to comply with campus parental responsibilities as approved by the Superintendent or designee.

Revocation of a transfer without an opportunity to remediate shall occur when a student is assigned to a disciplinary alternative education program (DAEP) or juvenile justice alternative education program (JJAEP). The student shall return to the home district campus immediately upon completion of such an assignment. Written notification of any transfer revocation shall be sent to the school district of residence.

**Transportation:** Transportation is not provided to students on a transfer; however, transportation may be provided to the outskirts of the district's boundaries.

### THE TRANSFER POLICY FDA (Local)

PISD On-Line Policy can be found at [www.pisd.us](http://www.pisd.us)

### PISD DISCRIMINATION POLICY

The Pleasanton Independent School District does not discriminate on the basis of race, color, religion, sex, national origin or disability in its programs and activities.

For more information about Pleasanton Independent School District's Student Transfer Policy, please contact the Superintendent's Office at (830)-569-1241.