

EMPLOYEE OPTION TRANSFER GUIDELINES

- Employee Option Intra-District Transfer students may be returned to their home campuses in order to reestablish enrollment balance if an unexpected increase in enrollment on the campus occurs.
- The Mansfield Independent School District reserves the right to limit or to restrict Employee Option Intra-District Transfers to any campus.
- All approved Intra-District Transfers and Options provided to students are conditional. Students attending schools on any type of Intra-District Transfer or Intra-District Option may be returned to their home campuses at the end of a grading period for the following actions:
 - Excessive absences and/or tardies
 - Failing grades
 - Serious or persistent misconduct

STUDENT/PARENT CONTRACT – SIGNED CONTRACT MUST ACCOMPANY APPLICATION

Students desiring maintenance of eligibility to remain on an approved Intra-District Option or Intra-District Transfer must agree to abide by the conditions stated below:

I, _____ understand that I may forfeit my eligibility to remain on an approved Intra-District Option or Intra-District Transfer if I violate District standards in one or more of the following ways:

- Attendance fail two (2) or more classes in a semester and/or have truancy charges filed by the campus
- Academically fail two (2) or more classes in a semester
- Engage in serious or persistent misconduct and/or DAEP (BIC) placement one or more times in a semester

Student Signature (5th through 12th grade)

Date

Parent Signature

Date

For Student Services Use Only

Transfer rescinded – return to _____

Effective date _____

Director of Campus Support

Date

For School Use Only – Campus should document parent contact below.

Parent/Student/Principal Conference _____ Date of Conference _____

Student Signature _____ Principal Signature _____

Parent Signature _____ Campus Name _____

Revised 01/27/09

For Office Use: Database _____ Copy to Parent _____ Notify Campus _____