



# 2006-07 Intra-District Transfer Application

**Will student be trying out or playing on a high school athletic team?**  Yes  No  
 If yes, please contact Debbie Weems, MISD Athletic Director via e-mail, [weemde@mansfieldisd.org](mailto:weemde@mansfieldisd.org), or phone, (817) 473-5680.  
 This must be done **prior to** submitting application for transfer, as UIL eligibility may be affected.

**Please check one:**  **New**  **Renewal**  **MISD Employee at:** \_\_\_\_\_  
 (Department or campus and date hired)

### STUDENT INFORMATION

Student's Name \_\_\_\_\_  
Last First M.I.  
 Student's Address \_\_\_\_\_  
Street Apt. Telephone  
City State Zip  
 Student's Date of Birth \_\_\_\_\_ Grade Level for 2006-2007 school year: \_\_\_\_\_

### PARENT INFORMATION

_____ Father	_____ Mother
_____ Street Apt.	_____ Street Apt.
_____ City State Zip	_____ City State Zip
_____ Home Phone Work Phone	_____ Home Phone Work Phone

**Reason for Transfer Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**School to which Transfer is requested:** \_\_\_\_\_

**Student currently lives in the** \_\_\_\_\_ **attendance zone.**

**CENTRAL ADMINISTRATION**  
**OFFICE USE ONLY:**

**Approved**  
 **Not approved**

\_\_\_\_\_  
 Central Administration

\_\_\_\_\_  
 Date

*I have read and understand the Intra-District Transfer Guidelines of the Mansfield Independent School District. I understand that presenting false or inaccurate information on this application is an offense against Texas State Law (Penal Code 37.01).*

\_\_\_\_\_  
 Parent Signature Date

*Revised 05/31/06*

*For Office Use: Database \_\_\_\_\_ Letter \_\_\_\_\_ Region X \_\_\_\_\_ Copies to Campus \_\_\_\_\_*

MANSFIELD INDEPENDENT SCHOOL DISTRICT

**INTRA-DISTRICT TRANSFER GUIDELINES**

*2006-07 School Year*

Intra-District Transfers may be approved by the Superintendent or designee, which will assist in maintaining a balanced enrollment among the District's campuses. An official Intra-District application for such transfer must be submitted annually. This application must state the reasons for requesting an Intra-District Transfer.

The application may be mailed or faxed to the Mansfield ISD Campus Support Office as follows:

Karen Wentworth  
Director of Campus Support  
Mansfield Independent School District  
609 E. Broad St., Mansfield, TX 76063  
Phone (817)453-7166  
Fax (817)453-6583

All applications will be reviewed to determine whether or not Intra-District Transfers may be accepted using the following criteria:

- **Grades K – 6:** Applications for an intra-district transfer for the 2006-07 school year will be accepted beginning January 4, 2006. All K – 6 applications will be held until after the completion of the current (05-06) school year.
- **Grades 7 – 12:** Applications for an intra-district transfer for the 2006-07 school year will now be accepted. Final decisions for grades 7 - 12 will be announced.
- All transfer requests (grades 7 – 12) for the 2006-07 school year that are received after February 12, 2007 will not be considered until after the completion of the current (06-07) school year.
- Please attach in writing your reason for requesting a transfer and any supporting documentation to be considered.
- Mansfield Independent School District does not accept transfer applications for students who are residents of other school districts (see Policy FDA (Local)).
- An Intra-District Transfer will be approved for those qualifying students who are not offered required educational services on their home campuses (see Policy FDB (Local)).
- Transportation convenience or baby-sitter location will not be considered as reasons for the Superintendent or designee to reassign an individual student (see Policy FDB (Local)).
- No Intra-District Transfers will be approved if such a transfer creates a need for additional staffing, changes in classroom space, or causes an enrollment imbalance.
- 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 Intra-District Transfers to any campus.

All Intra-District Transfer approvals are conditional. Students who create behavioral or attendance problems may be returned to their home campuses immediately, and/or their transfer applications may not be approved for the subsequent year.

No District transportation will be provided for Intra-District Transfer students. In applying for an Intra-District Transfer, parents assume responsibility for transporting their students to and from school.

*It is a criminal offense under Penal Code 37.10 to present false information or records for identification. Enrolling a child under false documents makes the person liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater (Education Code 25.001 (h)).*

**Presenting false information on an Intra-District Transfer application or failing to update the information presented in a timely manner shall be considered sufficient grounds for revocation of any transfer.**

*Revised 05/31/06*

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