

# **Aubrey ISD**

## **NEW Non-AISD Resident/Interdistrict Transfer Information**

### **Aubrey ISD Interdistrict Transfer Guidelines**

All approved transfer application are granted for one school year at a time. Transfer students must submit a new transfer application annually.

The transfer forms will be made available during the transfer window beginning on April 1 of each school year. First submitted is first considered.

### **Elementary School Assignment**

Only Fuller Elementary School is open to returning and new K-5 non-employee transfer students.

### **Consideration of Transfer Request (FDA local)**

In evaluating each transfer request, Aubrey ISD will consider:

- Individual needs of the student and reason provided on the transfer request;
- Student's behavior, and attendance history;
- Overall effect the transfer will have on the home and receiving school;\*
- Current enrollment and growth projections;
- Teacher allocations and class size; and/or
- Other factors relevant to a particular transfer request.

*\*Aubrey ISD will not increase staff allocations to accommodate transfer requests.*

*Consideration of the effect of the transfer may differ at elementary and secondary schools.* Aubrey ISD generally will deny or freeze a request seeking transfer to campuses where the affected grade level enrollments are projected at 90 percent or greater of class size expectations. Secondary – A variety of factors will be considered to determine whether the transfer would negatively affect the particular campus's ability to maintain reasonable class sizes.

Aubrey ISD will cap interdistrict transfers up to an 8% cap of non-employee transfer students.

### **Transportation**

Aubrey ISD does not provide transportation for transfer students unless otherwise required by law. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.

*Contact Dr. Shannon Saylor, Assistant of HR and Student Services for questions.  
940-668-0060 or [ssaylor@aubreyisd.net](mailto:ssaylor@aubreyisd.net)*

**NONRESIDENT STUDENT REQUEST TO INTERDISTRICT TRANSFER INTO AUBREY ISD APPLICATION**

New student to AISD

Returning student to AISD

Student's name: \_\_\_\_\_ School Year Requesting: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade for school year requesting: \_\_\_\_\_

Current address: \_\_\_\_\_

Campus **and school district** in which student resides (*ex., Pink Elem., Frisco ISD*): \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is either parent/guardian employed by Aubrey ISD?  Yes  No

**During the last/current school year, did the student:**

- 1. Have an overall attendance rate of 90% or better?  Yes  No
- 2. Have an overall grade of 70 in all grading periods/semesters?  Yes  No
- 3. Pass all sections of STAAR (or equivalent assessment)?  Yes  No
- 4. Remain in good disciplinary standing (no DAEP/ISS/OSS; no more than two disciplinary referrals per semester).  Yes  No

Reason for transfer request: \_\_\_\_\_  
*If you would like to include additional information on any of the above, please attach a separate letter of explanation.*

**FIRST TIME TRANSFER REQUESTS ONLY**

*(Transfer students currently attending AISD schools may skip this section and move to signatures)*

**REQUIRED DOCUMENTS (MUST BE ATTACHED TO APPLICATION IN ORDER TO BE SUBMITTED)**

- \_\_\_\_ 1. Most recent report card
- \_\_\_\_ 2. Test scores (STAAR or if K-2, use TPRI, DRA, or other assessments)
- \_\_\_\_ 3. Documentation of attendance and disciplinary records
- \_\_\_\_ 4. Transcript (HS only)

**SPECIAL SERVICES BEING PROVIDED:**

\_\_\_\_ None \_\_\_\_ ESL \_\_\_\_ 504 \_\_\_\_ Dyslexia \_\_\_\_ Speech \_\_\_\_ Special Education (attach IEP)  
\_\_\_\_ Other: \_\_\_\_\_

I understand that transfers are governed by Board Policy FDA (Local) and are evaluated based on the following criteria: program availability, discipline history, academic performance, and attendance. A transfer is granted for one school year only. I have read and understand the District policy on out of district transfers, and I agree to abide by all rules and regulations set forth in this policy. I understand that transportation to the requested school is my responsibility. I further understand that falsification of information is a Class A Misdemeanor and can lead to legal action.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_  Approved  Denied (reason) \_\_\_\_\_

Superintendent \_\_\_\_\_  Approved  Denied (reason) \_\_\_\_\_

Date Parent/Guardian Notified \_\_\_\_\_ Letter/Email \_\_\_\_\_ Phone \_\_\_\_\_ In-Person \_\_\_\_\_

Submit this application to [ssaylor@aubreyisd.net](mailto:ssaylor@aubreyisd.net) or to the AISD Admin Office, 415 Tisdell Lane, Aubrey, TX 76227