

Limited Open Enrollment Program

Nonresident students wishing to enroll in Hardin-Jefferson ISD should apply through the Limited Open Enrollment Program. The program requires the payment of tuition. To apply for enrollment in this program, please do the following:

1. Read district policy FDA (Local), which is the policy for this program. Also, review the tuition rates.
2. Complete all parts of the Transfer Application/Agreement
3. If the student has been in multiple school districts in the current and prior school year, print multiple copies of the page titled "Hardin-Jefferson ISD Transfer Verification from Current District." Follow the directions on that page.
4. Once you collect all the required information* and your application is complete, you can submit it in person or by mail to Laurie Starr at the HJISD Administration Building, PO Box 490 / 520 W Herring St, Sour Lake, TX 77659.
5. **Only completed applications will be considered.** You will be contacted if additional information is needed or when a decision has been made.
6. If the student is accepted for enrollment, tuition must be paid either in full before the student can enroll or in accordance with the District's payment plan. If you feel you qualify for one of the three tuition waivers listed in the policy, complete the Tuition Waiver Application. Once completed, this application can also be submitted to Belinda McDermid at the Administration Building.

*Completed Verification form filled out by the student's current administrator; copy of most recent report card; and a copy of the most recent state assessment or achievement, aptitude, or readiness test results.

GENERAL INFORMATION: Please circle the appropriate response on each item below.

Is Student a child of a full-time employee or HJISD retiree with Ten school years of services to the District? YES NO

If the District does not have space available at your preferred campus, do you want to be considered for acceptance on another campus in the District that has the Student's grade level? YES NO

Was Student enrolled in HJISD in the preceding year as a Transfer student or a resident student? YES NO

Is Student a sibling of a previously approved transfer student? If yes, what is sibling's name _____ campus _____ YES NO

ATTENDANCE INFORMATION: Has the student experienced any of the following:

More than 5 absences in the current or preceding school year. YES NO

More than 5 tardies in the current or preceding school year YES NO

Number of absences for the current school year _____

Number of absences for the preceding school year _____

If the student missed more than 10% of the days in the current or prior school year, please provide an explanation _____

DISCIPLINE INFORMATION:

Has the student ever been suspended out of school, placed in DAEP, Expelled, or placed in JJAEP? If yes, explain: _____
_____ YES NO

Is the student currently on probation or other conditional release for a conviction of a criminal offense? If yes, explain: _____
_____ YES NO

Is the student on probation or other conditional release for delinquent conduct or conduct in need of supervision? If yes, explain _____
_____ YES NO

TUITION: I understand that, if approved, I am responsible for paying tuition in full in the amount listed on the attached Tuition Schedule to be enrolled. I further understand that tuition is non-refundable no matter whether leaving the District is at Student's or my choice or whether Student's transfer is revoked. I have read the waivers section of policy FDA(Local) which outlines circumstances where part or all tuition may be waived and understand that to claim a waiver, I must submit a separate Waiver Application at the same time as this Transfer Application. Waiver requests will not be considered once tuition has been paid.

Do you intend to submit a Waiver Application? YES NO

Parent/Guardian must initial *each* of the following:

_____ I have received and read HJISD policy FDA(Local) entitled Admission, Interdistrict Transfers. I have been given opportunity to ask questions of any parts of the policy that I may not have initially understood.

_____ I understand that attendance at Hardin-Jefferson ISD as a transfer student is a privilege, and as such, my Student and I agree to abide by all aspects of the FDA(Local) policy and the Non-Resident Student Transfer Agreement.

_____ I understand that in determining whether Student will be permitted to enroll in District schools, the Superintendent will consider the Student's disciplinary record, attendance record, academic record, assessment record, and class size and space availability as outlined in policy FDA(Local).

_____ I understand that, if approved, the transfer is for a period of one school year only and subject to revocation during the school year as outlined in the Non-Resident Student Transfer Agreement. I understand that my Student must reapply for subsequent years.

_____ I understand that being approved for transfer in one school year creates no right or expectation that Student will be admitted as a transfer student in subsequent years. I further understand that admission of one student in a family creates no right or expectation that another student from the same family will be admitted as a transfer.

Signature of Parent/Guardian

Date

For District Use Only

Space available at the required grade level on preferred campus? YES NO (reviewed by _____)

If no and if requested to be considered on other campus, is space available on other campus? YES NO

Disciplinary record acceptable? YES NO (reviewed by _____)

Attendance record acceptable? YES NO (reviewed by _____)

Academic record acceptable? YES NO (reviewed by _____)

Assessment record acceptable? YES NO (reviewed by _____)

Student is _____ not approved for admission as a transfer student

_____ approved for admission at _____ (campus) on date when tuition is paid

Superintendent's Signature

Date

Tuition Payment. Total amount due \$ _____

Hardin-Jefferson ISD Transfer Application Verification from Current District

Directions to Parent/Guardian: Complete the student's name, district, and campus information below and take this form to the campus where your child is currently enrolled and ask them to complete the remainder of the form. If your child was in multiple school districts or on multiple campuses in the current and prior school years, you may make copies of this page as needed. Include this completed verification form when submitting the application.

Directions to District: The student listed below is applying for enrollment in Hardin-Jefferson ISD. Please provide the following information to the student or parent for inclusion with their application. Please provide the information for the most recent *full* school year and the current year if application is being made during the year. At least one full school year must be included.

Student's Name _____ Student Social Security Number: _____

School District Verifying Information _____ Campus Providing Information _____

DISCIPLINE INFORMATION:

Was the student suspended out of school, placed in DAEP, expelled, or placed in JJAEP for one or more days in the *current* school year? Yes
No

Was the student suspended out of school, placed in DAEP, expelled, or placed in JJAEP for one or more days in the *preceding* school year? Yes
No

To your knowledge, is the student currently on probation or other conditional release for conviction of a criminal offense? Yes
No

To your knowledge, is the student on probation or other conditional release for delinquent conduct or conduct in need of supervision? Yes
No

To your knowledge, did the student have any disciplinary referrals in the time period described in the directions above? Yes
No

I certify that the discipline-information above is true and correct to the best of my knowledge.

Signature of Administrator Title Date

ATTENDANCE INFORMATION: Please complete table below.

	Prior School Year (Specify Year)	Current School Year (Specify Year)
Number of Days the Student was Enrolled	_____	_____
Number of Days the Student was Absent	_____	_____

Signature of Administrator Title Date

STUDENT'S ACADEMIC RECORD OR TRANSCRIPT: Please provide a copy of the student's current academic record (such as a report card), as well as copy of the most recent state assessment or achievement, aptitude, or readiness test results.

**Hardin-Jefferson ISD
Nonresident Student
Tuition Rates**

All tuition must be paid in accordance with the provisions in Policy FDA (Local).

Tuition is non-refundable, no matter whether leaving the district is at the student's or parent's choice or whether the student's transfer is revoked.

HJISD Tuition Rates for students who reside in Texas

Tuition	9-Weeks Rate	180 Days (Full year)
Nonresident students who reside In Texas (per family)	\$250	\$1,000
Nonresident students who qualify for Free/Reduced Meals (per family)	\$0	\$0
Nonresident students who are Children of District employees (per family)	\$0	\$0

HJISD Tuition Rates for students who do not reside in Texas

Tuition	9-Weeks Rate	180 Days (Full year)
Nonresident students who do not reside in Texas (per student)	\$1,000	\$4,000

**Hardin-Jefferson ISD
Nonresident Student
Tuition Waiver Application**

Student's Name _____

Parent/Guardian (Father) _____ (Mother) _____

Please check one:

_____ Parent(s)/Guardian(s) of Student have a legal contract to purchase or build a residence within HJISD. Attach a copy of the contract to this application. Make sure the address of the residence is on the contract. *Tuition may be waived for six months.*

_____ Student is in high school and Parent(s)/Guardian(s) of Student have lived within HJISD for at least six months but are moving from the District. *Tuition may be waived for remainder of semester in which move occurred.*

Parent(s)/Guardian(s) new address _____

_____ Student is a senior in high school in good standing and Parent(s) of Student have moved from the District during the first semester. *Tuition may be waived for the remainder of the school year.*

Parent(s)/Guardian(s) new address _____

Signature of Parent/Guardian Date

For District Use Only

Tuition is waived for (check one) _____ 6 months
_____ Remainder of semester
_____ School year

Superintendent's Signature Date

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

TRANSFERS FOR
CHILDREN OF
DISTRICT EMPLOYEES

As a benefit of employment, nonresident, full-time employees of the district, or HJISD retirees with a minimum of ten school years of service with the District, may enroll their children, or children for whom a judge has given legal guardianship, in District schools tuition-free. Transfers shall be granted for one regular school year at a time. Grant of a transfer for one regular school year shall not automatically require the District to grant a student a transfer for any one or more subsequent year or years. Such children shall be withdrawn on the date that employment with the District ends.

DISTRICT
EMPLOYEE
DEFINED

An employee shall be defined as full-time for the purposes of this policy if he or she is employed for a minimum of 20 hours per week.

TRANSFER
AGREEMENT

Before an employee's or retiree's child is officially admitted to District schools, the parents and the Superintendent shall execute a transfer agreement notifying the parents that the student must follow all rules and regulations of the District including those for student conduct and attendance, and that violation of the District's rules and regulations may result in immediate revocation of the transfer agreement.

TRANSPORTATION

The District shall not provide transportation for transfer students who reside in another school district. The parent or the student shall be responsible for transportation to and from the District campus to which the student is assigned.

TUITION

The District shall not charge tuition for transfer students of district employees.

TRANSFER RE-
QUESTS FOR
CHILDREN OF NON-
DISTRICT RESIDENTS

A student who is not eligible for a transfer under the provisions of this policy for District employees and who resides in another district and desires admission to the District must file an application for transfer with the Superintendent. An application for transfer is not considered received and shall not be considered for approval until all required attendance, discipline, and academic records are supplied to the District.

Acceptance of a transfer student in one school year creates no right that a student will be admitted as a transfer student in subsequent years. Admission of one student in a family as a transfer student creates no right that another student from the same family will be admitted as a transfer

AUTHORITY

The Superintendent is authorized to accept or reject any transfer requests based on the factors for consideration outlined below. Acceptance or rejection of transfer requests will be made without re-

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gard to race, religion, color, sex, disability, national origin, ancestral language or other factors prohibited by law.

PRIORITY FOR
TRANSFERS

In order of priority, the following nonresident students may be approved as transfers if the students are otherwise eligible to be accepted as transfer students:

1. Qualifying children of District employees (see above).
2. Students who resided in the District in the preceding year.
3. Students who were an approved transfer student in the preceding year.
4. Siblings of students who were previously approved as transfers.
5. Other students who did not have approved transfers in the preceding year.

FACTORS FOR CON-
SIDERATION

Transfer approval decisions are made on a student-by-student basis according to the factors and limitations noted below. In determining whether a transfer request will be granted, the Superintendent or designee shall consider the following factors:

1. Impact on class size, staffing, and facility resources at the campus grade level where the student is seeking to transfer. Transfer students shall not be accepted in the prekindergarten program. Transfer requests for kindergarten shall not be considered until after class sizes have been established at the end of the first week of school. Transfer requests in excess of available capacity will be determined by random draw or lottery.
2. The disciplinary record of the student seeking admission. No student shall be allowed to transfer into the District if he or she has been assigned to a disciplinary alternative education program (DAEP), suspended (out-of-school), expelled, or placed in JJAEP for one or more days during the current school year. If the transfer request is made during the first semester, the student's disciplinary record in the preceding school year shall also be considered.
3. The attendance record of the student seeking admission. No student shall be allowed to transfer into the District if his or her attendance record for the current school year is less than 95 percent attendance. If the transfer request is made during the first semester, the student's attendance record in the preceding school year shall also be considered.

4. The academic record of the student seeking admission. No student shall be allowed to transfer into the District if his or her academic record for the current school year indicates:
 - a. Any grades below passing in any subjects on any grading period for regular education students.
 - b. Lack of satisfactory progress on the student's IEP for special education students.

If the transfer request is made during the first semester, the student's academic record in the preceding school year shall also be considered.

5. The state assessment record of the student seeking admission. No student shall be allowed to transfer into the District if he or she did not pass all areas on the most recent administration of the state assessment issued to the student. If the student is at a grade level where the state assessment is not administered or is from another state, the Superintendent is authorized to accept proof of acceptable performance on another assessment instrument approved by the Superintendent. If no other acceptable assessment is available, an assessment may be administered by the District at the expense of the person making the transfer request.

FALSIFICATION OF
INFORMATION

If a determination is made that materially false information was provided at the time of the transfer request, the transfer shall not be approved or, if already approved, the transfer request shall be immediately revoked, and the student shall be removed from District enrollment.

TRANSFER
AGREEMENT

Before a transfer student is officially admitted to District schools, the transfer applicant shall execute a transfer agreement that specifies the terms and conditions governing the student's transfer. A transfer agreement shall be in effect for one school year only and shall specify any tuition to be charged during that school year.

EXPECTATIONS FOR
TRANSFER STUDENTS

In exchange for permitting the student to transfer into the District, transfer students are subject to the following expectations while attending the District's schools:

1. Attendance must not place the student at risk of losing credit under Education Code 25.092 or require the District to warn of truancy proceedings under Education Code 25.095. [See FEA, FEB, FEC]
2. Academic achievement that results in no more than one failing grade at the end of each 9-week grading period and a

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passing grade in all courses by the end of the semester or satisfactory progress on the student's IEP.

3. Compliance with the Student Code of Conduct and no misconduct requiring removal to a DAEP, suspension (out-of-school), expulsion, or placement in JJAEP, and no more than two referrals each 9 week grading period for other Student Code of Conduct infractions.

REVOCAION OF
TRANSFER

The transfer of a student may be revoked immediately for failing to meet attendance, achievement, or disciplinary expectations set out above.

The District may revoke the transfer for students whose tuition payments are delinquent. When tuition payments are 30 calendar days late, the District will notify the parents by certified mail that the District will revoke the transfer and initiate withdrawal if the payment is not received within ten school days of the date the notice was mailed.

Written notification of any transfer revocation shall be sent to the school district of the student's residence. When a transfer is revoked because a student commits an offense that would require removal to a DAEP or expulsion from school, the District shall conduct the required disciplinary proceedings and assess a term of removal or expulsion. This information shall be included in the student's records sent to the district in which the student resides.

Any transfer student who fails to meet the factors for consideration or expectations for transfer students may be denied transfer status in the future.

TRANSPORTATION

The District shall not provide transportation for transfer students who reside in another school district. The parent or the student shall be responsible for transportation to and from the District campus to which the student is assigned except as required by law.

TUITION

Tuition for nonresident students who reside in Texas shall be determined annually by the Board and shall not exceed the difference of the District's actual expenditures per student in average daily attendance and the District's state available school fund apportionment benefit.

Tuition for nonresident students who do not reside in Texas shall be determined annually by the Board and shall not exceed the District's actual expenditures per student in average daily attendance.

Tuition can either be paid in full prior to enrollment or may be paid in four equal installments with the first installment due prior to enrollment, the second installment due prior to the second 9-weeks,

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the third installment due prior to the third 9-weeks, and the fourth installment due prior to the fourth 9-weeks. Tuition amounts shall be prorated on a 9-weeks rate basis for students who enroll after the first day of school.

Tuition shall be non-refundable, regardless if leaving the District is at the student's or parents' request or whether the student's transfer is revoked.

WAIVERS

The Superintendent may waive or reduce tuition for the following nonresident students who reside in Texas:

1. Students whose parent(s) or legal guardian(s) has a legal contract to purchase or build a residence in the District may have tuition waived for not more than six months.
2. High school students whose parent(s) or legal guardian(s) has lived in the District for at least six months but has moved from the District during the school year may have tuition waived for the remainder of the semester in which the move occurred.
3. High school seniors in good standing whose parent(s) or legal guardian(s) moves from the District during the first semester may have tuition waived for the entire school year.

The Superintendent may waive a portion of the tuition for nonresident students who do not reside in Texas and who meet the requirements for numbers one, two, or three above. In such instances, the Superintendent shall set the tuition amount as the difference between the tuition charged for nonresident students who do not reside in Texas and the tuition charged for nonresident students who do reside in Texas.

APPEALS

Any appeals with respect to actions taken or failed or refused to be taken by the Superintendent or designee, shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

ADOPTED: