

**COMAL INDEPENDENT SCHOOL DISTRICT**

Superintendent's Office  
1404 IH 35 North, New Braunfels, TX 78130  
Phone: 830-221-2064, FAX: 830-221-2001  
Email: jeanied.mendez@comalisd.org

**Deadline to Apply:  
March 1, 2012**

**In-District Student Transfer Application: School Year 2012-13**

Student's Name	Grade in 2012-13	Residence Campus	Requested Campus	Reason (1, 2, 3, 4, 5, 6)

**Reason:** Please complete sections that apply

1. A graduating senior who has attended school at least two years may complete his or her senior year at the same high school.  
Campus where student attended in 2010-11 and 2011-12: \_\_\_\_\_

2. A child of a full-time District employee may attend the school or high school feeder pattern where the parent works, but may not displace a resident student. If the campus where the employee works does not serve the grade level of the student, the student will attend only the school geographically closest to the parent's place of employment within the same high school feeder pattern.  
Employee's name, campus/department, and position for 2012-13: \_\_\_\_\_

3. A high school student may attend another high school campus that offers a program not available at his or her residence campus. The current program available is Culinary Arts at Smithson Valley High School beginning with the 10<sup>th</sup> grade.

4. A high school student may attend Canyon Lake High School, which is an open enrollment campus.

5. Siblings of students in special education who are placed in a program outside of their home campus may transfer to the same campus.  
Name of special education sibling, grade, and campus placement: \_\_\_\_\_

6. Siblings of students in the bilingual program who are placed in a program outside of their home campus may transfer to the same campus. This does not apply to students voluntarily attending Dual Language or Spanish Immersion programs.  
Name of bilingual sibling, grade, and campus placement: \_\_\_\_\_

**Request is valid only for the 2012-13 school year.** Bus transportation is not provided to students attending schools outside of their residence attendance zone. Requests may be revoked or denied for attendance or disciplinary reasons at any time throughout the school year.

\_\_\_\_\_  
Parent or Guardian's Signature \_\_\_\_\_  
Date

Residence Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Approved/Disapproved

\_\_\_\_\_  
Date

In approving transfers, the Superintendent or designee will consider availability of space and instructional staff, the student's disciplinary history, and attendance records.

The following categories of students will be considered:

1. A graduating senior who has attended school at least two years may complete his or her senior year at the same high school.
2. A child of a full-time District employee may attend the school or feeder pattern where the parent works but may not displace a resident student. If the campus where the employee works does not serve the grade level of the student, the student will attend only the school geographically closest to the parent's place of employment within the same feeder pattern.
3. A high school student may attend another high school campus that offers a program not available at his or her residence campus. These programs include Culinary Arts at Smithson Valley High School beginning with grade 10.
4. A high school student may attend Canyon Lake High School, which is an open enrollment campus, if the student wishes.

Exceptions will be reviewed only for safety, statute specific, or program issues as noted in #3 above.

Transfers will be granted for one regular school year at a time and may be denied or revoked for attendance or disciplinary reasons at any time throughout the school year. Bus transportation will not be provided.

A resident student who becomes a nonresident during the course of the year will be permitted to continue in attendance for the remainder of the year.

With proper documentation, families who have a home under construction may enroll students at the beginning of the school year during which the home is expected to be completed.

Student transfer applications must be filed by March 1 of the prior year.