

**Comal Independent School District**  
**2012-13 Out-of District Student Transfer Application for**  
**Non-Resident Students of Comal ISD**

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

**Authority for Data Collection:** Texas Education Code 21.061; Civil Action 5281, Section A. **Planned Use of Data:** To complete the report required by Federal Court Order Civil Action 5281.  
**Instructions:** This form must be used for all student transfers, **within the State of Texas**. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form. For further information, contact the Division of Equal Education Opportunity at 512-463-9519.

Student's Name	Student's ID Number (SSN)	Was Student In Comal ISD In 2011-12? Yes or No	Ethnic Code	Residence District No.	Exemption/ Hardship Code	Student's Grade Level 2012-13	Receiving Campus No.

**Parent's name and campus/department of employment:** \_\_\_\_\_

**This section must be completed by parent or guardian:**

I have been informed of the receiving district's policy concerning tuition charges for a transferred student whose grade is taught in the student's district of residence; and I accept responsibility for the payment of \$5,900 tuition if applicable. **(Note: There is no tuition for children of employees.)**

**Signed** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

Note: Request is valid for 2012-13 school year only. Bus transportation is not provided. Requests may be denied or revoked for attendance or disciplinary reasons at any time throughout the year.

**Deadline for submission: March 1, 2012.** Return to Jeanie Mendez, 1404 IH 35 North, New Braunfels, TX 78130; FAX 830-221-2001.

**This section must be completed by the receiving district superintendent:**

The above transfer was approved / disapproved on \_\_\_\_\_

**Marc Walker**  
 Receiving Superintendent

\_\_\_\_\_  
 Signature

**Please use the following codes to complete Page 1 of the out-of-district student transfer application:**

<u>Ethnic Code</u>		<u>Receiving Campus No.</u>	
American Native	1	Canyon High	001
Asian	2	Smithson Valley High	002
African American	3	Canyon Lake High	003
Hispanic	4	Alamo Colleges - Memorial ECHS	201
White	5	Smithson Valley Middle	041
		Canyon Middle	042
		Spring Branch Middle	044
		Church Hill Middle	045
		Mountain Valley Middle	046
		Rahe Bulverde	101
		Garden Ridge Elementary	102
		Goodwin Frazier Elementary	104
		Bill Brown Elementary	107
		Arlon Seay Elementary	110
		Specht Elementary	111
		Hoffmann Lane Elementary School	112
		Rebecca Creek Elementary School	113
		Timberwood Park	114
		Freiheit Elementary	115
		Startzville Elementary	105
		Morningside Elementary	117
		Johnson Ranch Elementary	121
		Oak Creek Elementary	123
		Clear Spring Elementary	119
		Kinder Ranch Elementary	122
		Indian Springs Elementary	125

  

<u>Residence District No.</u>			
Alamo Heights ISD	015-901		
North East ISD	015-910		
Northside ISD	015-915		
Judson ISD	015-916		
Blanco ISD	016-902		
New Braunfels ISD	046-901		
Comal ISD	046-902		
Seguin ISD	094-901		
Schertz-Cibolo-Universal City ISD	094-902		
Navarro ISD	094-903		
Marion ISD	094-904		
San Marcos Consolidated ISD	105-902		
Wimberley ISD	105-905		
Hays Consolidated ISD	105-906		
Boerne ISD	130-901		

  

<u>Exemption/Hardship Code</u>			
Employee	E		
Graduating Senior	B		
<b>**Other</b>	J		

**\*\*Other - please explain:** \_\_\_\_\_

Children of full-time employees 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 shall attend only the school geographically closest to the parent's place of employment within the same feeder pattern.

Transfers are processed in the spring of each year for the upcoming school year. Please do not request an exception.

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 in the District at least two years (without tuition).
2. A child of a nonresident full-time District employee. The student 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 (without tuition).
3. A student whose family has a home under construction with proper documentation. The student may be enrolled at the beginning of the school year during which the home is expected to be completed (without tuition).
4. A student with humanitarian considerations for whom denial of a transfer would impair the student's mental, physical, or emotional well-being, or his or her graduation potential or admission to the college or university of choice, with proper documentation (with tuition).
5. A student who will be relocating to the District in the future, defined as more than one school year (with tuition).

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. No bus transportation will be provided.

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

6. Beginning in 2012-13, a non-resident student that applies and is accepted into the District's Early College High School, provided their acceptance does not displace a resident student (without tuition).