

## Limited Open Enrollment Program Information and Application West Hardin County Consolidated Independent School District

Nonresident students wishing to enroll in West Hardin County CISD 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 (p. 8) and review the tuition rates (p. 5).
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 “West Hardin County CISD 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 Shannon Ridge 39227 Highway 105 Saratoga, Texas 77585.
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 and submit it with this application.

### Review and complete checklist (check each circle) before submission.

- Transfer Application (pp. 1- 5)
- Current District Verification Form (p. 6)
- Discipline Record from current district (see bottom of p. 6)
- Attendance Record from current district (see bottom of p. 6)
- Academic Records from current district (see bottom of p. 6)
- Tuition Waiver, if applicable (p. 5)

My signature below indicates that I have reviewed this application to ensure all information is accurate and all requested documents are included.

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Parent/Guardian Printed Name and Signature

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Date

**West Hardin County CISD**  
**Request for Transfer Application for Nonresident Students**

**NOTICE:** A person making a false statement in any school document for the purpose of school enrollment commits a criminal offense under §37.10 of the Texas Penal Code and is subject to imprisonment or fine. A person using false documents when attempting to enroll a child violates §25.001 of the Texas Education Code and is subject to liability for tuition or costs under Texas Law.

Student's Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
Last                  First                  Middle

Student DOB \_\_\_\_\_ School Year \_\_\_\_\_ Grade Level \_\_\_\_\_  
mm/dd/yyyy                  (school year & grade level for which application is being made)

Student Social Security Number: \_\_\_\_\_ West Hardin CCISD Campus: \_\_\_\_\_

Parent/Guardian Names (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

Address where Father resides \_\_\_\_\_  
Street                                  City                                  State                                  Zip

Address where Mother resides \_\_\_\_\_  
Street                                  City                                  State                                  Zip

Address where Student resides \_\_\_\_\_  
Street                                  City                                  State                                  Zip

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

Telephone number(s)/contact information where Parent/Guardian can be reached if there are questions concerning this agreement.

\_\_\_\_\_

**PRIOR SCHOOL DISTRICT INFORMATION:** Enter the county-district number and campus name and number where the student currently resides and *should* attend. For your convenience, listed below are county-district numbers for some local school districts. If your district is not listed, you will need to contact that district for their county-district number.

County-District#	District	County-District#	District
123-910	Beaumont ISD	100-905	Hardin-Jefferson ISD
146-903	Devers ISD	100-903	Kountze ISD
123-914	Hamshire-Fannett ISD	146-905	Hull-Daisetta ISD

Student's Name	Current School District Where the Student Resides (School student should attend)			School District Student Most Recently Attended		
	County-District Number	Campus Number	Last Grade Attended	County-District Number	Campus Number	Last Grade Attended

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

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

Was Student enrolled in WHCCISD 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? YES NO  
If yes, explain: \_\_\_\_\_

\_\_\_\_\_

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 order for my student to be enrolled.
- Tuition is non-refundable regardless of cause for leaving (parent/student choice; District's revocation of privilege).

I have read the waivers section of policy FDA (Local) and understand where part or all tuition may be waived. I understand that to claim a waiver, I must submit a separate Waiver Application along with this Transfer Application (see p.). 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 WHCCISD policy FDA (Local) entitled Admission, Inter-district 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 West Hardin CCISD 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 a Student will be permitted to enroll in the District, 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

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## West Hardin County CISD Tuition Rates

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

Tuition is non-refundable, whether student/parent choose to leave or the student's transfer is revoked.

WHCCISD Tuition Rates for students *who reside in Texas*

Tuition	6-Weeks Rate	180 Days (Full year)
Nonresident students who reside In Texas (per family)	\$185	\$738
Nonresident students who qualify for Free/Reduced Meals (per family)	\$0	\$0
Nonresident students who are Children of District employees (per family)	\$0	\$0

### Parent Request for Tuition Waiver

**Student's Name** \_\_\_\_\_

**Parent/Guardian** (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_

**Please check the applicable waiver statement below:**

\_\_\_\_\_ Parent(s)/Guardian(s) of Student have a legal contract to purchase or build a residence within WHCCISD. Attach a copy of the contract to this application. Make sure the address of the residence is on the contract.

\_\_\_\_\_ A child of a District employee.

\_\_\_\_\_ A child of a former District employee whose separation from District employment coincided with retirement under Teacher Retirement System (TRS) rules.

\_\_\_\_\_ A student who enrolled in the District as a resident student, became a nonresident, and was granted a transfer with no break in enrollment in the District.

\_\_\_\_\_  
**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**

**Current District Verification - West Hardin County CISD Transfer Application**

**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 West Hardin County CISD. 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:** *Discipline record(s) from current and prior school years for all districts attended. MUST be attached.*

Was the student suspended out of school, placed in DAEP, expelled, or placed in JJAEP for one or more days in the current 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: Attendance record for prior and current school year(s) for all districts attended **must** be attached.

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

**Required Document Checklist for Current/Sending School:**

- Discipline record(s) from current and prior school years for all districts attended
- Attendance record for prior and current school year(s) for all districts attended
- Academic Records including latest report card, state assessment (readiness assessment if  $\leq 2^{\text{nd}}$  grade) and IEP (if applicable)

\_\_\_\_\_  
Printed Name & Signature of Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

***For District Use Only***

			Reviewed by Principal	Reviewed by Superintendent
Space available at the required grade level?	YES	NO	_____	_____
Disciplinary record acceptable?	YES	NO	_____	_____
_____				
_____				
Attendance record acceptable?	YES	NO	_____	_____
_____				
_____				
Academic record acceptable?	YES	NO	_____	_____
_____				
_____				

Principal Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_ Not Approve

Comments: \_\_\_\_\_

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

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Student is  **not approved** for admission as a transfer student

**approved** for admission at \_\_\_\_\_ (campus) on date when tuition is paid

Comments: \_\_\_\_\_

\_\_\_\_\_  
**Superintendent's Signature**

\_\_\_\_\_  
**Date**

Tuition Payment: Total amount due \$ \_\_\_\_\_

ADMISSIONS INTERDISTRICT  
TRANSFERS

FDA (LOCAL)

AUTHORITY

The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

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

TRANSFER  
REQUESTS

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.

FACTORS

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

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

EXEMPTIONS

If the District charges tuition, the amount shall be set by the Board, within statutory limits. If the District charges tuition, the following transfer students shall be exempt from

1. A child of a District employee;
2. A child of a former District employee whose separation from District employment coincided with retirement under Teacher Retirement System (TRS) rules; and
3. A student who was enrolled in the District as a resident student, became a nonresident, and was granted a transfer with no break in enrollment in the District.

WAIVERS

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]

NONPAYMENT

The District may initiate withdrawal of students whose tuition payments are delinquent.

APPEALS

Any appeals shall be made in accordance with FNG (LOCAL) and GF (LOCAL), as appropriate.

