

**Application for Transfer  
Texas Education Agency  
Division of Equal Education Opportunity**

**School Year 2020 - 2021**

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, including hardship. Column instructions can be found on the attached form. 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) 463-9671

**Student Information**

Student's Name and Social Security Number (SSN)	GRADE	Attendance Data (Based on Residence)	District Student Attended Last Year	Exemption Hardship Code	Ethnic Code	Campus Assigned in Receiving District
Last First MI		Dist No. / Campus No.	Dist No.			
Student Name: _____ SS# ____-____-_____						
Student Name: _____ SS# ____-____-_____						
Student Name: _____ SS# ____-____-_____						

This section must be completed by parent or guardian:

I have been informed of the receiving district's policy concerning tuition charges, if any, for a transferred student whose grade is taught in the student's district of residence; and I accept responsibility for the payment of tuition. I am also aware that Seguin ISD will not provide transportation.

Print \_\_\_\_\_

Signed \_\_\_\_\_  
Parent's (Guardian's) Signature

Student's Physical Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

This Section must be completed by the receiving district superintendent:

The above transfer(s) was Approved / Disapproved on this date \_\_\_\_\_

Typed name of Receiving District Cynthia J. Moreno Deputy Chief of Staff & Human Resources	Signature: _____	Telephone: (830) 401-8628
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## **INSTRUCTIONS FOR COMPLETING**

### **Application for Transfer Form ACC-041A**

Form ACC-041A should be completed according to the column instructions listed below. For audit purposes, the original should be retained by the receiving district and a copy should be mailed to the sending district office. Do not mail a copy to the Texas Education Agency. Use the *Texas School Directory* for county-district and campus numbers.

#### **Student's name and Social Security Number (SSN):**

Enter student's name and social security number.

#### **Ethnic Codes:**

Enter the appropriate ethnic code using the following designations:

1. American Indian or Alaskan Native
2. Asian or Pacific Islander
3. Black, not Hispanic
4. Hispanic
5. White, not Hispanic

#### **Attendance Data (Based on Residence):**

Enter the County-District number of the School District you pay taxes to, based on your residence, and the campus your student would attend if he/she attended school in that district.

#### **District Student attended last year:**

Enter the County-District number of the School District your student attended last year.

#### **Exemption/Hardship Code:**

From the codes listed below, enter the Exemption/Hardship code that best fits your situation.

- A. Student taking academic courses not offered in the district of residence.
- B. Graduating senior who has attended the receiving district for at least the two previous years.
- C. Student with two working parents, or whose sole parent works (in a single-parent home), and no child care facility is located in the sending district. Only children less than ten years of age will be considered as needing child care unless it can be demonstrated that a child suffers a handicap which renders him or her incapable of self-care.
- D. Student whose health or safety is involved. Documentation from a Medical Doctor delineating specific medical reasons must be obtained and on file.
- E. Student whose parent/guardian is employed by the receiving school and currently contributes to the Texas Teacher Retirement System.
- F. Student whose home is more than 20 miles closer to the receiving school than the school of residence.
- G. Student transferring to a regional day school for the deaf, (C.A. 5281)
- H. Special education student from a district where the Special Education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to Agency guidelines by the receiving district. (C.A. 5281)
- I. Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 21.082)
- J. Student does not qualify for any of the preceding exemptions/hardships.

#### **Grade:**

Enter the grade to which the student will be assigned for the regular academic program or special education programs during the next school year.

#### **Campus assigned in receiving district:**

Enter the campus number to which the student will be assigned in the receiving district during the next school year.