

Eanes Independent School District  
**NEW TRANSFER STUDENT APPLICATION CHECKLIST FOR 2018-19**

**Successfully Submitting a New Transfer Application Online**

- 1) Gather All Required Documentation/Attachments in electronic format.
- 2) Pay the Transfer Application Fee if it is required.
- 3) Submit the online Transfer application along with the required documents at

<http://eanesisd.net/transfers/>

**REQUIRED DOCUMENTATION LIST**

**In addition to completing the online transfer application**, the following documentation is needed for each student at the time of application. Please submit the documentation as electronic attachments during the Transfer Application process.

**REQUIRED** The following information is required at time of application.

**Most Recent Report Card\*\***

Please attach a copy of the most recent 2017-2018 report card for the transfer applicant.

**Documentation of 2017-2018 Attendance**

Students entering grades 1 through 12 are required to provide documentation regarding the applicant's attendance for the most recent school year. If a student attends a public or private school during the current school year, documentation from the school is required. It can be a document from the current school's administrative system, a letter from the school, etc.

**Documentation of 2017-2018 Discipline**

Students entering grades 1 through 12 are required to provide documentation regarding the applicant's discipline record for the most recent school year. It can be a document from the current school's administrative system, a letter from the school, etc. If a student attends a public or private school during the current school year, documentation from the school is required. Note: Even if a student has no discipline record for the current school year a document, signed by a school official, stating such must be provided. Eanes ISD provides a generic form that can be used if needed. That form is located <http://www.eanesisd.net/transfers/discipline/>.

**Most Recent Transcript (entering grades 8 through 12)\*\***

Please provide a copy of the most recent Transcript (unofficial is fine) for the transfer applicant if they have taken courses that earn High School credit.

**Standardized Test Scores (entering grades 4 and above)\*\***

Please provide a copy of the most recent Standardized Test Scores that you have received.

**REQUIRED (Only if Necessary)** The following information is required at time of application if the situation applies to the student.

**Special Education Records (if applicable)\*\***

If a student receives Special Education services a copy of the current IEP plan is required.

**504 Records (if applicable)\*\***

If a student receives 504 accommodations a copy of the current 504 plan and 504 evaluation are required.

**Original Home Language Survey (if applicable)**

If a student receives English as a second Language (ESL) services a copy of the original Home Language survey from the prior school district is required.

# Eanes Independent School District

## NEW TRANSFER STUDENT ENROLLMENT CHECKLIST FOR 2018-19

### Additional Information

**Required Documentation/Attachments:** In order to submit a Transfer Application, it is required that you have all necessary documents ready to add as an attachment when you fill out the online form. Each item will need to be a separate file. To make sure your files are viewable please use one of the following types: .pdf, .doc, .jpeg, .png. Each uploaded file size is limited to 10 MB per submission. Each form can only have a total of 20 MB submitted.

**Non-Traditional Educational Environments:** If the applicant is currently in a non-traditional school environment for the 17-18 school year or a portion of the school year, every effort should be made to provide the requested information in a form closest to what a public school would provide. Eanes ISD administrators are familiar with non-traditional school environments but we do need something in order to evaluate a student's past performance so we can estimate the applicant's future success in Eanes ISD schools. This includes homeschool, non-graded, Montessori environments, etc.

**For Kindergarten applicants:** No additional documents, besides the on-line application, are REQUIRED to be submitted to Eanes ISD in order to be considered for transfer into Eanes ISD. But, any additional documents you might have (from a private school, from a pre-school, an out-of-state program, a preschool program) such as recommendations, report cards, progress reports, letters from prior teachers, etc. that show the applicant's readiness for kindergarten will be reviewed and considered.

### Transfer Types and Application Fees

Some types of transfers require a non-refundable \$125 Transfer application fee, per student. Other transfer types do not. Please see the information below to help you to determine which type of transfer you will be applying for. This piece of information will be required to determine the necessary transfer application fee and also when entering the information into the transfer application.

#### Transfer Application Fee Required- \$125 per Applicant

- 1) Out-of District Transfers (live outside of the District also called Open Enrollment),
- 2) Moving Out of the District (live in District but moving out of District before the 2018-2019 school year starts)
- 3) Building/Buying a house in Eanes ISD district boundaries after school year starts but wish to have our child(ren) start at Eanes ISD at the first of the 2018-2019 school year.

The Transfer Application Fee is capped at \$375 per family. So, if there are more than 3 transfer applicants per family, \$375 is the maximum you would pay.

#### No Transfer Application Fee Required- \$0 per Applicant

- 4) In-District Transfers (living in one campus' attendance zone but wish to attend school at another campus)
- 5) Children of current Eanes ISD Employees

### How/When to pay the transfer application fee

With the transfer application process moving online the easiest way to pay the transfer application fee is online, before you start the online transfer application. You will need to enter the Order ID (found on your payment receipt) when entering the transfer application information online. <http://www.eanesisd.net/transferfee>

Please note: Transfer Applications will not be processed until all required transfer application fees have been paid.

### Questions/ Need Assistance?

Please e-mail [pgray@eanesisd.net](mailto:pgray@eanesisd.net) if you have questions or need assistance with the Transfer Application process.